



# HealthNet TPO

## HMIS Officer

HealthNet TPO seeking to recruit HMIS Officer to be based in in Raja County, Western Bhar El Ghazel State.

### About us:

Health Works also known as HealthNet TPO, is a knowledge-driven, non-profit organization that works in areas disrupted by war, disasters and poverty. Working together with local populations, it works on rehabilitation and sustainable health care development. We aim to contribute to improve the overall health situation and support the development of systems for the provision of health care. Health Works contributes to community mobilization as a conditional necessity in populations recovering from long-time warfare. In doing so, we aspire to include and build the capacity of local organizations, communities and authorities. HealthNet TPO strives for developing evidence-based interventions to strengthen the health of populations in distress.

The Headquarter office is based in the Netherlands; HealthNet TPO with Operations in Afghanistan, Burundi and South Sudan.

### Your role:

You are the focal point for the project M&E, actively supporting CHD and health facilities to improve report completion, submission and accuracy. You will closely work with the PHC supervisors, the pharmaceutical logistician and CHD M&E officers to ensure collection of all reports and improvement of reporting. You will report to the lot coordinator.

### Your tasks include:

1. Ensure availability of high quality routine data and other project related data from all levels of health facilities/care on a regular and timely basis for programmatic decision making by facilitating data collection:
  - Capacity build staff in correct use of service utilization register
  - Feedback reports for HFs
  - Supervision checklist to capture the details of the supervision visits
  - Community activity reports captured appropriately
  - Ensure registers and other data collection tools are available for use and distributed
2. Working closely with the PHC Supervisors and CHDs to plan regular data quality assessments, and ensure the completeness, consistency and validity of routine data.
3. Ensure the timely submission of high quality programmatic progress report on monthly and quarterly basis according to the approved project performance framework.
4. Work with project team to facilitate the documentation of activities in form of reports and ensure proper archiving of such for easy access and reference.
5. Develop a micro-plan for M&E activities following the approved work plan and with guidance from the project manager.
6. Provide target breakdown to health facilities in a timely manner and do follow up monthly reports as feedback on performance to program staff and quarterly feedback to HFs.
7. Provide feedback of reports to the program team, CHD and health facility to facilitate decision making and action.
8. Capacity build staff to improve on reporting of program activities.
9. Design report formats if necessary to help collect data on program activities that require reporting.
10. Take lead in organizing and conducting the Quarterly Review Meetings.
11. Participate in project assessments, evaluations and design including development of survey protocols with support from country office and advisors.

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15 SEP 2022

12. Perform other duties as assigned by supervisor.



**PERSON SPECIFICATION**

- Appropriate medical related training background
- Training in M&E (especially use of DHIS advantageous)
- Experience in monitoring and evaluation similar projects
- Able to demonstrate ability to write quality reports
- Ability to analyze qualitative and quantitative data and produce presentable data
- Experience of working in child health and sexual & reproductive health programs
- Ability to work with remote teams and with high sensitivity to cultural and social diversity
- Fluency in English
- Good presentation skills
- Proficiency in MS Excel, power point and other MS Office products

**You have/ are:**

- Flexible and organized in a challenging environment
- Good team player, able to listen and motivate
- Able to work in a culturally diverse environment
- Able to work with minimum supervision and be creative
- Able to work under pressure, occasional flexibility in terms of working off hours

**We offer:**

- An opportunity to use your expertise and contribute to our mission to improve the health and well-being of people living in fragile states.
- A culturally diverse working environment
- A full-time position (40 hours per week)

**More information:**

For more information about Health Works, please visit <https://www.health-works.org/>

**How to apply:** To apply, please send your CV and application letter (including your motivation) to: [pm.raja@ss.hntpo.org](mailto:pm.raja@ss.hntpo.org) and copy [spa@ss.hntpo.org](mailto:spa@ss.hntpo.org) by 7<sup>th</sup> October 2022. We will be reviewing applications on a rolling basis before the closing date until the position is filled.

When applying, include the following title in the email subject line: HMIS Officer-Raja

This position is open only to South Sudan Nationals. Acquisition as a result of this vacancy is not appreciated.

