



## Catholic Medical Mission Board

### Data Clerk \_Job advertisement

**Position Title** : Data Clerk  
**Department** : SSHARP  
**Location** : Buluk PHCC  
**Reports** : HMIS Officer  
**Closing Date** : 29th July 2025

*80 - H-3*  
*Approved by Senior Inspector*  
*MOL/MSB/7*  
*08/07/2025*



#### About CMMB

Catholic Medical Mission Board (CMMB) is an international developmental organization that believes in a world in which every human life is valued, and health and human dignity are shared by all. We believe that access to quality healthcare is a basic human right. For nearly 110 years, we have worked with global partners to deliver locally sustainable, quality healthcare solutions to women, children and their communities. For further information on CMMB South Sudan, visit our webpage at [www.cmmb.org](http://www.cmmb.org).

CMMB has been working in South Sudan for over a decade providing a package of integrated health services to vulnerable populations, redressing issues that affect the health and wellbeing of mothers, children and newborns. CMMB supports the Ministry of Health (MOH), working with other health partners, to provide: (a) a continuum of care through integrated health services (MNCH, nutrition, WASH, Child Protection and GBV) and health infrastructure strengthening at the community, facility, County and State levels; (b) health workforce capacity strengthening through on the job mentoring and training, as well as leveraging CMMB’s international volunteer program; and (c) Health Information System strengthening through transitioning from paper based data collection and reporting to more accurate and timely electronic systems, reproducing and disseminating health registers and training of SMOH data clerks. CMMB also promotes equal access to basic essential medicine through its medical donation program.

#### JOB DESCRIPTION

#### KEY RESPONSIBILITIES

- Open files for new HIV clients at the ART centre and at the mobile sites.
- Enrolled new clients enter them into the register.
- Regular updates client’s records.
- Regularly order for HIV chronic care cards and patients files and drugs
- Update client enrolment and refill details into the ART appointment register.
- Identify IIT and missed appointment clients and work with CTL/CHSOs to line list and ensure they handed to COWs and MMs to trace them.
- Document and update IIT and missed appointment tracing outcomes into the miss appointment logbook or community tracking register.
- Safeguard the data and ensure patients data privacy and confidentiality.
- Participate in ART mobile clinic/outreach.
- Participate in health awareness campaigns.
- Participate in monthly multidisciplinary team meetings.
- Assemble patient’s files in a correct and orderly manner to ensure that all the patients’ files and information are easily accessible and well organized in the files, shelves, and cabinets.
- Ensure all hard copies and soft copies of the reports are kept confidential





- Put into the files and ensure all the clients' documents such as HIV test referrals, family enrolment forms treatment prescription/clinical notes, Viral load and CD4 results, TB screening results, and or any relevant test results.
- Enter EID results in the database.
- Update EID/VL register Ensure all EID/VL results are entered into the register and generate correct and accurate reports.
- Compile daily, weekly and monthly reports for the clinical team to review and make decisions based on the data.
- Submit reports periodically and on an ad hoc basis as required by MOHSS or IntraHealth using different means such as email, telephone, or hard copies
- May be assigned by the organization to perform any other related duties.

**QUALIFICATIONS & EXPERIENCE:**

- Diploma or Certificate in the relevant field.
- Minimum 2 years of relevant experience in data management.
- Additional training/certification in pharmaceutical training– may be advantageous.
- Excellent interpersonal skills
- Excellent verbal and written communication skills.
- Maintain the highest level of confidentiality and empathy when dealing with patients.

**Languages:**

- Excellent command of written and spoken English
- Fluent spoken Juba Arabic



**How to apply:**

Please submit your CV and covering letter addressed to CMMB South Sudan at the following email address: [CMMBSouthSudanjobs@cmmb.org](mailto:CMMBSouthSudanjobs@cmmb.org) by latest the **28<sup>th</sup> July 2025**. Please note that due to the urgent nature of the position, evaluation of application will be on a rolling basis. We encourage qualified female candidates to apply. Applications can also be **delivered by hand** to the address below during working hours between 8.00am and 5.00pm:

**Rahwa Building, Plot 710 – 3K Kololo opposite Phenicia Parking Area, Juba South Sudan**

**Please note:** "CMMB has zero tolerance on Sexual Exploitation, Abuse and Harassment (SEAH), and therefore the successful candidate will be subject to a through SEAH reference check in accordance with CMMB policies. In that regard, please read and sign the self-declaration and consent form on the last page and return with your application. Please note, your application will not be considered if your signed self-declaration and consent form is not received along with your application."





**Catholic Medical Mission Board**  
**Sexual Exploitation, Abuse & Harassment (SEAH)**  
**Self-Declaration & Consent Form**

*CMMB has zero tolerance on Sexual Exploitation, Abuse and Harassment (SEAH), and therefore the successful candidate will be subject to a through SEAH reference check in accordance with CMMB policies. In that regard, please read and sign the attached self-declaration and consent form and return with your application. Please fill and sign this self-declaration and consent form and return it to CMMB HR with your application. Kindly note that your application will not be considered if your signed self-declaration and consent form is not received along with your application.*

I..... hereby declare to the best of knowledge that I have not committed any act of Sexual Exploitation, Abuse and Harassment in my pass employment.

I hereby give my full consent for CMMB to conduct further background check related to SEAH.

Name : \_\_\_\_\_

Signature : \_\_\_\_\_

National ID/PP: \_\_\_\_\_

Date : \_\_\_\_\_

