



JOB OPPORTUNITIES

Job Code:	009
Job Title:	Data Clerks
Location:	
Eastern Equatoria State:	Kapoeta Hospital (2), Nimule Hospital (1), Lobone PHCC (1), Magwi PHCC (1), Riwoto PHCC (1), St Theresa Hospital (1), Torit Hospital (1),
Central Equatoria State-Juba	Kator PHCC (1), Nyakuron PHCC (1), Gurei PHCC (1), Gumbo PHCC (1)
Lakes State:	Abang PHCC (1), Aluak luak PHCC (2), Anoul PHCC (1), Cueibet Hospital (1), Diocese of Rumbek PHCC (1), Kirr Mayardit Woman Hospital (1), Malual Bab PHCC (1), Mapuordit Hospital (2), Minkaman PHCC (1), Nyang PHCC (1), Rumbek State Hospital (2), St Joseph PHCC (1), Wulu Hospital (1), Yirol Hospital (2)
Contract Type:	Regular Contract (dependent on funding)
Reporting To:	ART-Provider
Number of Positions:	Multiple

PROJECT DESCRIPTION AND SUMMARY OF ROLE

The Advancing HIV & AIDS Epidemic Control (AHEC) Activity is a U.S. Department of State-funded initiative implemented in South Sudan by IntraHealth International to strengthen HIV prevention, care, and treatment services. The project approach focusses on Facility and community led responses, strategic case finding, retention in care, and the delivery of high quality, client centered HIV services.

The Data Clerk is responsible for HIV patient files and the overall facility data collection and reporting.

ESSENTIAL FUNCTIONS

- 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 all the clients' documents such as HIV test results, treatment prescription, Viral load and CD4 results, TB screening results, and any relevant test results.
- Create new files for new clients at the center and ensure that all necessary forms are attached to the patient files.
- Complete attendance records for the clients at the unit.
- Call clients who have been lost to follow up at the facility.
- Guide clients and visitors at the unit to ensure organization and easy flow of services.



- Enter accurate data into databases as per the project and MOHSS data collection and reporting guidelines and procedures
- 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
- Order stationeries as may be directed by the doctor, clinical officer, or nurse
- Follow up clients who missed their appointments using the appointment logbook or tracking tool
- Work closely with adherence counselors/peer navigators and PLHIV support group members to stay in touch with clients to prevent lost to follow up
- Ensure that all HIV data and reports produced in the facility are correct, complete, and reliable
- Ensure confidentiality and integrity during all stages of HIV related data management

EDUCATION/EXPERIENCE REQUIREMENTS

- Certificate/Diploma in Computer science or Information technology or related field of health
- Minimum 2 years' experience as data entry preferably in HIV/AIDS programs.
- Very organized and detail oriented and able to work under pressure.
- Proven experience in data management.
- Computer literacy in Word, Excel, Power Point.
- Proficient in the use of MOH data reporting system (DHIS2)
- Oral and written proficiency in English required, language skills in Juba Arabic,

SKILLS AND COMPETENCIES

- Strong counseling and interpersonal skills.
- Ability to work with clients confidentially and ethically.
- Good understanding of HIV treatment, adherence, and retention strategies.
- Strong communication, planning, and organizational skills.
- Commitment to accountability, service excellence, and teamwork.



APPLICATION PROCEDURE

To complete your submission, please:

- 1- Complete the application form by clicking <https://qr.link/biKNG8> or scanning the QR code at the bottom of the page.
- 2- Send email to ahcrecruitment@intrahealth.org In the subject line, write the following: [Job Code- Job Title Post Location First & Last Name]. Example: [009_Data Clerk_Juba_John Doe].
- 3- Attach the following documents to your email: Cover letter, Updated CV, Copies of academic certificates, National ID & Contact details for three professional references (including current supervisor)

Deadline for receiving applications is Thursday, April 30, 2026. Incomplete applications will not be considered. Only shortlisted candidates will be contacted.

You may also submit hard copies of your application at any of the following Intra Health locations closest to you. Please note that submitted documents are non-refundable:

- **Juba:** Juba Nabari near American Residence, Plot No. 187 Block 3-K South, to the attention of the Human Resource Department.
- **Rumbek:** please submit it to the Clinical Service Coordinator at Rumbek State Hospital.
- **Kapoeta:** please submit to the Community Engagement Officer at Kapoeta Hospital.
- **Yirol:** please submit it to the Clinical Service Coordinator at Yirol Hospital.
- **Nimule:** please submit it to the Clinical Service Coordinator at Nimule Hospital.
- **Torit:** please submit it to the Operations Assistant at Torit Hospital.
- **Drop the application to the health Facilities listed above.**

Due to the urgency to fill this position, applications will be reviewed on rolling basis

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