



ICAP

Global. Health. Action.
COLUMBIA UNIVERSITY
Mailman School of Public Health



POSITION DESCRIPTION

JOB TITLE: Data Clerks (6 positions)

LOCATION: Yirol State Hospital, Yei State Hospital, Maridi state Hospital, Lui hospital, Magwi PHCC and Al Sabah Children hospital

DIRECT REPORT: ART-In charge and ICAP M&E Officer

ICAP IN SOUTH SUDAN

ICAP at Columbia University is an international NGO funded by PEPFAR through CDC. ICAP in South Sudan has partnered with the Ministry of Health-RSS to increase uptake and improve quality of HIV prevention, care and treatment services through technical assistance and capacity building.

OVERALL JOB FUNCTION:

The objective of this position is to strengthen coordination, ownership and improve quality of HIV/AIDS service delivery in facility of assignment.

DUTIES AND RESPONSIBILITIES:

1. Ensure that all necessary records and forms are in place and available in the health facility at all times
2. Ensure that all HIV and related registers, tally sheets, follow up forms are correctly used in all service delivery points of the facility deployed to
3. Follow up proper use of all HIV and related tally sheets & registers in the facility and give orientation on how to use as necessary
4. Compile all HIV and related reports in the facility regularly and as per the reporting requirement and timeline
5. Submit reports periodically and on ad hoc basis as required by government or ICAP using different means such as email, telephone or hard copies
6. Ensure that all HIV related registers and forms are placed in order and are in good condition in the respective service delivery units of the facility
7. Ensure all hard copy and soft copy files of the facility are kept well and are locked to ensure confidentiality
8. Actively participate and contribute to the HIV multidisciplinary team of the health facility
9. Follow clients who missed their appointment using appointment log book and work with facility adherence support staff and community structures to trace back clients before they get lost to follow up or drop from the service