

# World Vision

**Our Vision for every Child, Life in all its Fullness; Our Prayer for every heart, the will to make it so**

**Building Brighter Futures for Vulnerable Children**

## **JOB OPPORTUNITY AT WORLD VISION**

World Vision is a Christian Relief, Development and Advocacy Organization dedicated to working with Children, Families and Communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity or gender. All employment in World Vision is conditioned upon successful completion of all applicable background checks, including criminal record checks where possible.

World Vision South Sudan is now seeking for a qualified and dynamic Individuals (**Man or Woman**) who are willing to share in our vision and promise to Children, to join us in the role below:

**'Female applicants are highly encouraged to apply'**

**Job title: Monitoring & Evaluation Coordinator**  
**Reporting to: Project Manager**  
**Location: Tambura**  
**Availability: As soon as possible**

### **Purpose of the position:**

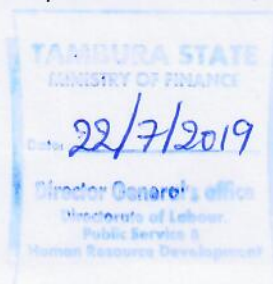
The Monitoring and Evaluation Coordinator will be responsible for Health data collection, functionality and utility of Health Management Information Systems (HMIS) through capacity acceleration of staff, county health workers, and health facility staff. The candidate will be responsible for improving, achieving and sustaining timely, complete and quality HMIS reports.

### **Major Roles and Responsibilities**

**Accountability:** Holds self and all stakeholders involved in HMIS functions accountable for timely, complete, reliable, and quality reports across supported health facilities. Ensures service users have access to feedback mechanism on quality of health services.

### **Overall responsibilities**

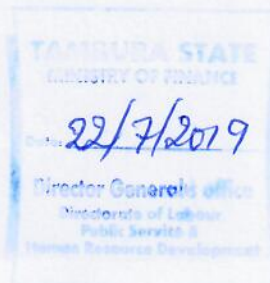
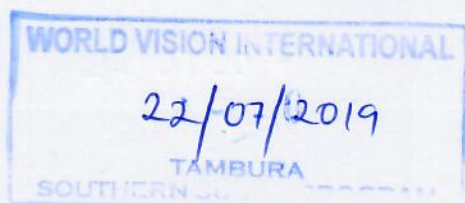
- Coordinate and supervise HMIS Officers, health facility staff and records assistant responsible for generation and reporting facility achievements using recommended HMIS registers and reporting tools
- Experience with coordination of HMIS support supervision, performance reviews and data quality



- Hands-on experience using HMIS aspects of completion, quality collection, analysis, dissemination, and use of health information
- Lead and coordinate strategic field support visits in collaboration with project management teams, partners and county health department, and donors
- Participate in health surveillance, health demographic surveys or related assessments
- Provide HMIS technical assistance to supervisees, project staff and implementing partners.
- Scale up use of mobile health (m-health) data collation technologies to enhance efficiency and overall quality of HMIS data.
- Collaborate with HMIS stakeholders at national, county, and lower levels including partners to provide periodic mentorship and trainings on HMIS tools.
- Receive and review monthly HMIS reports submitted by the reporting facilities, and forward to the project manager after ensuring reports meet donor reporting standards.
- Produce quarterly indicator performance reports.
- Strengthen use of data by health workers and partners to improve service performance at health facilities
- Provide technical leadership for HMIS among officers, health workers, project teams and implementing partners.
- Organize and, or participate in regular HMIS review meetings
- Ensure all due reports are submitted on time using appropriate templates
- Overall responsibility for data quality, attained through routine data quality audits and provision of timely feedback.
- Provide mentorship and capacity acceleration for all individuals involved in HMIS data management continuum
- Ensure all supported facilities have registers and tools appropriate for HMIS reporting
- Follow-up for non-submitted, missing or incomplete records prior to submission of reports to the next level.
- Oversee the collection of information and dissemination of lessons learned while implementing HMIS.
- Ensure proper capture of HMIS and BHI data, proper documentation of best practices and regular analysis of data to inform project implementation
- Train project, CHD and health facility staff on data capture, entry and analysis using DHIS and NIS
- Provide weekly, monthly and quarterly technical reports that meet donor standards
- Develop project implementation feedback mechanisms by the community
- Participate in health surveillance, health demographic surveys or related assessments
- Provide HMIS technical assistance to supervisees, project staff and CDTY
- Take lead in quarterly project reviews for all the 3 counties by providing detailed analysis of data by county and by health facility
- Maintaining proper filing of logistics documentations for record and reference purposes
- Carrying out physical inventory in the CHD, Hospital, PHCC, PHCU stores and warehouse

**Qualifications: Education/Knowledge/Technical Skills and Experience**

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:



- A relevant Degree in Statistics, biostatistics, Public health, Public administration, Health services, administration, demography, Science and Computing, Epidemiology
- At least 5 years demonstrated expertise in South Sudan, with experience, in HMIS coordination and management at Sub-national levels, county and facility levels
- Demonstrated experience in Health Management Information Systems is a must
- Excellent numerical, oral and written communication and presentation skills in English.
- Previous experience in a fragile context or similar working environment is required.
- Ability to extensively travel within the assigned Lot
- High level of professionalism and integrity
- Proven analytical, problem-solving skills and comfortable working under minimal supervision;
- Highly organized, efficient, and able to meet key deadlines;
- Highly developed inter-personal skills/inter-cultural sensitivity;
- Proficient in typing, MS-Word, Microsoft Excel, and email/internet programs;
- Excellent oral and written communication skills in English, knowledge of local language is an advantage.
- Having demonstrated organizational, interpersonal and communication skills;
- Competent computer skills for report writing
- **South Sudanese Nationals only**

**World Vision South Sudan is willing to pay a competitive salary and benefits to the right candidate.**

### **HOW TO APPLY**

Interested candidates (**South Sudanese Nationals**) who meet the above criteria should submit their application, cover letter and an updated CV with at least three referees with their telephone and email contacts. Address your application to: **The Human Resource Manager, World Vision South Sudan.**

**Qualified female candidates are equally encouraged to apply**

**Indicate the position you're applying for in the subject line.**

Applications should be submitted to **this email [recruitsdno@wvi.org](mailto:recruitsdno@wvi.org) or drop to any World Vision offices.**

**Closing date for receiving applications is: 6<sup>th</sup> August 2019**

Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.

