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Approved by
Inspector of Labour
08/09/2024
[Signature]
REPUBLIC OF SOUTH SUDAN
08 JAN 2024

Vacancy Announcement

Data Entry Clerks – (3 Position)

Location: (Juba Teaching Hospital, Munuki PHCC, Yambio State Hospital)

ICAP at Columbia University seeks highly qualified and experienced candidates to fill the position of **Data Entry Clerk** to be based in above locations, South Sudan. The position is for a period of 9 months subject to renewal on availability of funding and very good performance.

ICAP at Columbia University, is a global health leader situated within the Columbia University Mailman School of Public Health in New York City. ICAP's global team supports programs and research that address major health issues, HIV, Covid -19 response, malaria, tuberculosis, maternal and child health and non-communicable diseases. Headquartered at Columbia University's Mailman School of Public Health in New York City, has offices in over 20 countries. Our multidisciplinary team includes staff with technical, clinical, implementation, research, operations, program and financial management expertise.

ICAP ensures the wellness of families and communities by strengthening health systems around the world.

The **Data Entry Clerk's** role is to strengthen coordination, ownership and improve quality of HIV/AIDS service delivery in facility of assignment.

The **Data Entry Clerk** under the direct supervision of the ART Clinician **will**

MAJOR ACCOUNTABILITIES:

- Check availability of all necessary HIV service-related forms, registers, and reporting forms in the health facility before data entry
- Check all HIV-related forms, registers tally sheets, and reporting forms are properly completed and maintained in all service delivery points of the facility
- Transfer data from paper formats into computer files or database systems using computers
- Verify data by comparing it to source documents
- Triangulate and update existing client data in the paper forms
- Retrieve data from the database or electronic files as requested
- Sort and organize paperwork after entering data to ensure it is not lost
- Generate HIV service reports in the facility as per the timeline and share with the respective facility team
- Always ensure confidentiality of patient information and data through Proper filing and keeping hard and soft copies of all facility reports in lockable file cabinets
- Support data entry in to DHIS2 system per the deadline
- Responsible for the maintenance of the database computer system
- Reviews and reports database and system malfunctions promptly
- Support other ART facility team members as assigned by the facility in charge



The Data Entry Clerk must have the below required education, skills & experiences:

- Diploma in Medical Records/Computer Applications/Health informatics or Social sciences with at least 2 years' experience working in HIV/TB care and treatment programs.
- Proven experience as a data entry clerk
- Fast typing skills: Knowledge of touch-typing system is strongly preferred
- Excellent knowledge of MS Office Word, Excel, etc.
- Working knowledge of office equipment and computer hardware
- Basic understanding of databases and data analysis
- Good command of English both oral and written and customer service skills
- Great attention to detail
- **Experience working in ART facilities will be an added advantage**

How to apply:

Note: This is a national hire position and the successful candidate will be an employee of ICAP in South Sudan subject to the local terms and conditions of employment which includes a competitive salary and benefits package

Please forward your Cover letter and CV to jcm2300@cumc.columbia.edu or to the reception of ICAP main office in Juba, South Sudan along DDR avenue, East of American Embassy. Indicate the position and location you are applying for as “Data Entry Clerk”– (indicate the Location)” in the subject line of your application and CV.

Application Deadline is January 26, 2024.

Columbia University is an equal opportunity and affirmative action employer. It does not discriminate against employees or applicants for employment on the basis of race, color, sex, gender, religion, creed, national and ethnic origin, age, and citizenship, status as a perceived or actual victim of domestic violence, disability, marital status, sexual orientation, status as a Vietnam era or disabled veteran, or any other legally protected status.

