



Catholic Medical Mission Board Zone HMIS Officer Job Description

Position Title : Zone HMIS Officer (2)
Department : Monitoring & Evaluation Department
Location : WES-Yambio & CES-Juba
Reports : State M&E Mentor
Closing Date : August 06th 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.

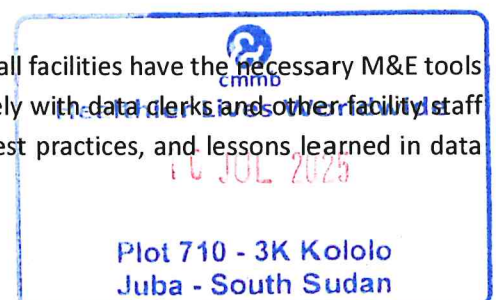
CMMB has been working in South Sudan for over a decade providing a package of integrated health services to vulnerable populations, redressing issues that affect the health and wellbeing of mothers, children and newborns. CMMB supports the Ministry of Health (MOH), working with other health partners, to provide: (a) a continuum of care through integrated health services (MNCH, nutrition, WASH, Child Protection and 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 SUMMARY

Zone HMIS officers will work closely with data clerks at the facility level, providing programming, monitoring, and other HMIS support and guidance to facility-based staff. They will offer technical support to facility data clerks in compiling and ensuring data quality, uploading information into DHIS2, and conducting analyses at the facility. Additionally, they will provide feedback to facility staff and encourage the use of data for action by facility leadership.

The Zone HMIS officer will also contribute to CMMB's support for routine data quality assessments (DQAs) at the facility and will collaborate with facility staff to ensure that recommendations are implemented promptly. With support from the State M&E Mentor, the skills gaps of the data clerks will be addressed, and their capacity will be enhanced through formal training or on-the-job training sessions.

The HMIS officer will coordinate with the State M&E Mentor to ensure that all facilities have the necessary M&E tools for data collection and reporting into national systems. They will work closely with data clerks and other facility staff to regularly analyze data, compile reports, and share quality challenges, best practices, and lessons learned in data management at the facility level.



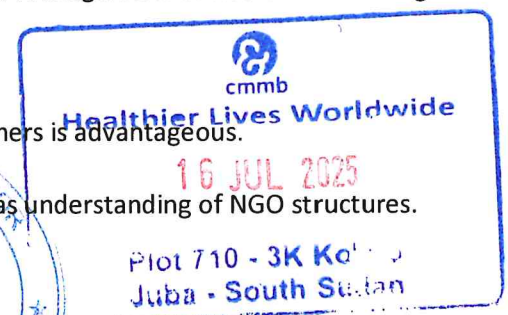
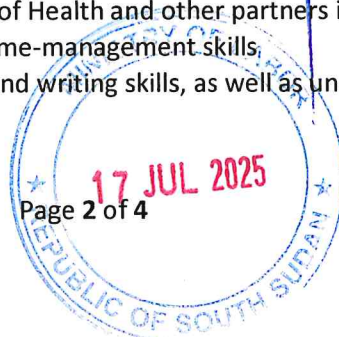


KEY RESPONSIBILITIES:

- Provide technical support to data clerks to ensure that all registers and tools used daily, weekly, monthly, and quarterly at the health facility are up to date. Additionally, track the reporting rate of the health facility.
- Collaborate with facility data clerks to ensure that all Health Management Information System (HMIS) tools are available at the facility level.
- Support the facility data clerk to track daily performance reports and enter into weekly summary reporting format.
- Support quarterly DATIM data entry.
- Support the facility to safeguard the data and ensure clients' data privacy and confidentiality.
- Support facility data clerks to conduct weekly data review meeting at facility level.
- With support of State M&E mentor coordinate the monthly data team meetings at zone level.
- Support State M&E mentor and M&E Lead during data verification in the health facilities and Community.
- In close coordination with zones HMIS officers provide technical assistance to facilities to ensure timely reporting of TB/HIV data through the national DHIS2 and use of high-quality data in the state.
- Support state-level partner staff in regard to DHIS2 roll out: to include training of staff, supervision and regular DHIS2 data review, and extracting of dashboards.
- Work with zones HMIS officers to ensure 100% DHIS2 reporting rate and availability of high quality of data in the system for all facilities in the assigned state.
- Support zones facility data clerks and facility staff in preparing presentations for routine granular site management (GSM) as part of the TB/HIV incident management system launched by MOH.
- Participate with zone-level partner staff in TB/HIV program assessments and studies conducted in the zone
- Coordinate with zones state M&E mentor and participate in TB/HIV related supportive supervision, and review meetings in the state.
- Collaborate with and fully participate in regular TB/HIV data quality assessments (DQA) of routinely reported program data in the state and support the implementation of recommendations at facility level.
- Support data clerks and facility staff in preparation of quarterly TB/HV PEPFAR reports
- Work with state M&E Mentor and other partner staff to conduct progress analysis towards annual targets for TB/HIV activities in the state.
- Support zones facility team in preparing presentations for the routine granular site management (GSM) as part of the TB/HIV incident management system launched by MOH.

QUALIFICATIONS & EXPERIENCE:

- Bachelor's degree or equivalent in Computer Science, statistics, Biostatistics, health management or related field.
- DHIS2 training skill and certificate is a plus
- 3-7 years of relevant experience in the design, implementation and management of health monitoring and evaluation systems – HIV/AIDS experience preferred.
- Strong data management and analysis skills, and DATIM system.
- Excellent communications and organizational skills.
- History of working with ART clinic, Ministry of Health and other partners is advantageous.
- Project management, organizational, and time-management skills.
- Team player, high level of communication and writing skills, as well as understanding of NGO structures.
- Demonstrated attention to detail.





- Proficient in the use of DHIS2, MS Word, MS Excel, MS PowerPoint software; knowledge of internet applications
- Strong initiative and self-motivation required, with a commitment to effective teamwork within a nonhierarchically, participatory management environment.

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 by latest the **August 06th, 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:

CMMB JUBA OFFICE AND CMMB YAMBIO OFFICE

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."

16 JUL 2025

Plot 710 - 3K Kololo
Juba - South Sudan





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 : _____

