



50-H-3
M.O.L
APPROVED



JOB OPPORTUNITIES

Job Code: 009
Job Title: Data Clerks
Location: Wau-WBG-State
Contract Type: Regular Contract (dependent on funding)
Reporting To: ART-Provider
Number of Positions: Two (2)
Application Starting Date: June 17, 2026

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

- Interested and Qualified candidates should submit Cover Letter indicating their suitability for the position, CV, copies of academic documents, National ID cards and any other relevant documents, 3 professional references (One of which must be current or former direct supervisors) with details of their daytime Contacts
- All applications must be submitted to email addresses: ahcrecruitment@intrahealth.org not later than July 7, 2026, Hard copies can be submitted to Wau Teaching Hospital ART-Department
- Only short-listed candidates will be notified, including the date of formal interview and the application documents are non-refundable.

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

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