



Catholic Medical Mission Board

Data Clerks _ Job Advertisement



Position:	Data Clerks (3)
Department	ADVANCING HIV & AIDS EPIDEMIC CONTROL (AHEC)
Duty Station:	Tambura Hospital (1), Ezo Hospital (1), Maridi Hospital (1),
Reports To:	Health Facility In-Charge
Opening Date:	7th October 2026
Closing Date	26th October 2026

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 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 GBV) 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

The Data Clerk is responsible for ensuring accurate, complete, timely, and secure management of HIV program data at facility level. The incumbent supports client registration, file management, documentation, data entry, validation, reporting, appointment tracking, retention monitoring, data quality improvement, and routine performance monitoring across the HIV service cascade.

Working closely with clinicians, PMTCT staff, Viral Load & EID Focal Persons, HIV Case Finding & Prevention Officers, community teams, facility leadership, and the zonal data and clinical management team, the Data Clerk ensures that program data are available for decision-making, performance improvement, reporting, accountability, and client retention in care.

The position serves as the facility focal person for data management, reporting, client records management, appointment monitoring, and data quality assurance while maintaining close coordination with both the Health Facility In-Charge and the Zonal Data Quality Officer.





Key Responsibilities

1. Client Registration, Data and Records Management and Reporting

- Register newly enrolled clients in approved facility registers and electronic systems in accordance with national guidelines and program requirements.
- Open, organize, maintain, and securely store client files and medical records to ensure completeness, accessibility, and confidentiality.
- Maintain organized and secure filing systems for client records, registers, source documents, reports, and supporting records.
- Prepare, compile, and submit weekly, monthly, quarterly, and ad hoc reports in accordance with reporting schedules and requirements.
- Enter HIV program data into approved electronic and paper-based systems, including DHIS2, EMR, Excel databases, and donor reporting tools.

Ensure timely and accurate entry of data from HIV testing, ART, PMTCT, EID, TB/HIV, viral load, and related service delivery points.

- Maintain electronic and hardcopy archives of submitted reports while ensuring confidentiality and secure storage of program records.

2. Data Quality Assurance and Compliance

- Conduct routine data verification and validation to ensure accuracy, completeness, consistency, and timeliness of program data.
- Compare source documents, registers, summaries, reports, and electronic databases to identify and resolve discrepancies.
- Participate in data quality assessments (DQAs), audits, supervisory visits, donor reviews, and follow-up of corrective actions.
- Ensure compliance with Ministry of Health, donor, and organizational data management policies, procedures, and standards.
- Promote ethical management, confidentiality, and appropriate use of program data always.

3. Performance Monitoring, Data Use and Quality Improvement

- Support weekly, monthly, and quarterly performance review meetings, MDT sessions, and data review forums.
- Monitor progress toward facility targets, identify performance gaps, and support implementation of corrective actions.
- Analyze key HIV program indicators and contribute to continuous quality improvement initiatives.
- Support development, tracking, and monitoring of facility performance improvement plans and recommendations.



4. Client Monitoring, Appointment Tracking and Technical Support

- Manage appointment registers and appointment tracking systems to ensure accurate scheduling, monitoring, and follow-up of clients receiving HIV services.
- Book, update, and track client appointments in collaboration with clinical and community teams to support continuity of care and retention on treatment.
- Maintain and update appointment, cohort, tracking, retention, transfer, and treatment outcome databases as assigned.
- Generate and share lists of missed appointments, interrupted treatment clients, and other retention-related reports to facilitate timely follow-up and re-engagement in care.
- Conduct routine reconciliation of client-level and aggregate data across service delivery points and reporting tools.
- Ensure every electronic data capture system is updated as appropriate
- Collaborate with technical teams to resolve data inconsistencies affecting program reporting, client monitoring, and performance management.
- Support preparation for site assessments, SIMS visits, audits, evaluations, and other program reviews.
- Provide ongoing orientation and technical support to facility staff on documentation standards, client registration procedures, registers, appointment management, and reporting requirements.

5. Coordination and Other Duties

- Participate in supervision visits, assessments, and data quality improvement activities led by facility and zonal teams.
- Support implementation of new data collection tools, information systems, and reporting processes.
- Work closely with facility teams and the Zonal Data Quality Officer to strengthen data use for program management, accountability, and client retention.
- Provide regular updates on data management, reporting performance, appointment tracking, retention monitoring, and data quality issues to supervisors.
- Perform any other related duties assigned by the Health Facility In-Charge or the Zonal Data Quality Officer.

Qualifications and Experience

- Diploma or Certificate in Monitoring and Evaluation, Statistics, Information Technology, Health Information Management, Public Health, or related field.
- Minimum of two (2) years of experience in data management, monitoring and evaluation, health information systems, medical records management, or related work.
- Experience working in HIV, TB, maternal health, or donor-funded health programs is desirable.



- Experience using DHIS2, EMR systems, basic computer skills in PowerPoint, Word document, Excel, and other electronic databases is an added advantage. A data clerk will submit proof of computer literacy after training.

Skills and Competencies

- Strong data management, analysis, reporting, and records management skills, including proficiency in Microsoft Excel and electronic health information systems.
- Ability to identify and resolve data quality issues, maintain accurate records, and support client registration, appointment tracking, and retention monitoring processes.
- Strong organizational, record-keeping, and time management skills with attention to detail and a commitment to confidentiality and data integrity.
- Effective communication and teamwork skills, with the ability to work collaboratively with facility-based and zonal supervisory teams.

Languages

- Fluency in English required.
- Knowledge of Arabic and local languages is an added advantage.



How to apply:

Please submit your CV and covering letter addressed to CMMB South Sudan at the following email address: CMMBSouthSudanjobs@cmmmb.org by latest the **26th of October 2026**. 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 **hand delivered** to the address below during working hours between 8.00am and 5.00pm:

CMMB South Sudan, Head Office Goshen House, 1st Floor, Plot #23 Airport Rd Kololo, Juba and Plot 98, Nakpangau, Stadium Road, Yambio

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, 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."



07 OCT 2026

Goshen House, 1st Floor
Plot #23, Airport Road, 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 : _____

