



JOB OPPORTUNITIES

Job Code:	035
Job Title:	Strategic Information Officer
Location:	
Eastern Equatoria State:	Torit (1), Nimule (1)
Central Equatoria State:	Juba (1)
Lakes State:	Rumbek (1)
Contract Type:	Regular Contract (dependent on funding)
Reporting To:	Senior Strategic Information Coordinator
Number of Positions:	4
Application deadline:	April 30, 2026,



* The position is open to South Sudanese nationals ONLY

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 Strategic Information Officer supports the implementation of Monitoring and Evaluation (M&E) activities at state, county, and facility levels. The role focuses on accurate and timely data collection, reporting, data quality assurance, and use of data for performance improvement across AHEC-supported HIV service delivery sites.

Key Functional Focus Areas:

- Routine data collection, management, and reporting
- Data quality assurance and validation
- Use of data for performance improvement (Data-to-Action)
- Facility-level M&E support and site preparedness
- Coordination with facility teams and local stakeholders
- Support to M&E capacity building initiatives

KEY RESPONSIBILITIES / ESSENTIAL FUNCTIONS

Data Collection, Management & Reporting



- Collect, clean, compile, and submit weekly, monthly, and quarterly site-level data in line with PEPFAR and MOH guidelines.
- Prepare site-specific performance reports on key HIV indicators, highlighting progress, gaps, and trends.
- Support timely entry of facility data into DHIS2, EMR, HIV trackers, and project databases.

Data Quality Assurance

- Conduct routine Data Quality Assessments (DQAs), onsite data validation, and chart reviews at supported facilities.
- Ensure compliance with PEPFAR data quality standards and national M&E protocols.
- Mentor and support site-based data clerks to ensure accurate and complete data documentation.

Data Use for Program Improvement

- Facilitate routine data review meetings at facility and community levels.
- Support implementation of remediation plans to address performance gaps identified through data analysis.
- Participate in Data-to-Action (D2A) processes and follow up on corrective actions.

Site Preparedness & Assessments

- Support health facilities to prepare for SIMS audits, MOH supportive supervision, and donor data verification activities.
- Contribute to facility readiness, capacity assessments, and other evaluation activities.

Collaboration & Other Duties

- Work closely with Senior Strategic Information Coordinators and SI leadership to resolve data discrepancies and reporting issues.
- Coordinate with facility staff, county health departments, and stakeholders to strengthen routine reporting systems.
- Provide logistical and technical support to M&E capacity-building sessions as required.

EDUCATION AND EXPERIENCE REQUIREMENTS

Required Qualifications

- Bachelor's degree in Public Health, Statistics, Social Sciences, Health Information Systems, Demography, or a related field.
- Training in PEPFAR reporting, DHIS2, data quality assessment, EMR use, or M&E tools is an advantage.
- Minimum of three (3) to five (5) years of experience in M&E for HIV, health, or donor-funded projects.
- Hands-on experience with facility-level data collection, reporting, and DHIS2/EMR systems.
- Experience conducting Data Quality Assessments and managing routine reporting cycles.

SKILLS AND COMPETENCIES

- Proficiency in data management tools including Excel, DHIS2, EMR, and ODK/Robo.



- Strong understanding of HIV program indicators, PEPFAR MER, and routine health information systems.
- Ability to analyze, summarize, and visualize data for decision-making.
- Strong reporting, communication, and presentation skills.
- Ability to work collaboratively with facility teams and stakeholders.

APPLICATION PROCEDURE

To complete your submission, please:

- 1- Complete the application form by clicking <https://qr.link/biKNg8> or scanning the QR code at the bottom of the page.
- 2- Send email to recruitment@intrahealth.org. In the subject line, write the following: [Job Code_Job Title_Post Location_First & Last Name]. Example: [035_Strategic Information Officer_Torit_John Doe].
- 3- Attach the following documents to your email: Cover letter, Updated CV, Copies of academic certificates, National ID & Contact details for three professional references (including current supervisor)

Deadline for receiving applications is Thursday, April 30, 2026. Incomplete applications will not be considered. Only shortlisted candidates will be contacted.

You may also submit hard copies of your application at any of the following IntraHealth locations closest to you. Please note that submitted documents are non-refundable:

- **Juba:** Juba Nabari near American Residence, Plot No. 187 Block 3-K South, to the attention of the Human Resource Department.
- **Rumbek:** please submit it to the Clinical Service Coordinator at Rumbek State Hospital.
- **Kapoeta:** please submit to the Community Engagement Officer at Kapoeta Hospital.
- **Yirol:** please submit it to the Clinical Service Coordinator at Yirol Hospital.
- **Nimule:** please submit it to the Clinical Service Coordinator at Nimule Hospital.
- **Torit:** please submit it to the Operations Assistant at Torit Hospital.
- **Drop the application to the health Facilities listed above.**

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

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