

REPUBLIC OF SOUTH SUDAN



MINISTRY OF HEALTH  
PUBLIC HEALTH LABORATORY,  
NATIONAL BLOOD TRANSFUSION SERVICE  
Office of Director General (DG)

Date: 27<sup>th</sup> June 2020

**ADVERTISEMENT FOR A DATABASE CLERK FOR LABORATORY INFORMATION SYESTEMS IN THE NATIONAL PUBLIC HEALTH LABORATORY, IN COLLABORATION WITH ICAP ORGANIZATION, JUBA SOUTH SUDAN**

**Job Title: Laboratory Data Management officer**

**Duty Station: Juba- South Sudan**

**Reporting to; Lead Lab TWG/DG PHL/ICAP Executive Director**

**Vacancy No. #; 01**

**Closing Date: 30<sup>th</sup> June to 15<sup>th</sup> July2020**

**Duration of position: Six Months Renewable**

**BACKGROUND**

The National Public Health Laboratory is a Government institution of the Ministry of Health and it is requiring for a Database clerk who will be dealing with the Covid-19 Laboratory results, Data entry, and compilation of reports and submit to the relevant authority. Data for the pandemic Covid-19 are very vital and requires high level of knowledge skills and data analysis for proper decision making, confidentiality, and make proper research based studies at the end of the pandemic

**SKILLS AND KNOWLEDGE REQUIRED**

- Bachelor Degree in statistics, public health, demography or other relevant fields from a formal institution and University with high knowledge of computer skills, data management, IT skills
- Have some database and web based server, variables analysis, and coordinate all the reports to the needed authority
- Manage knowledge, skills, and capacity building of the staff in the Data entry department

- Supervise and monitor rolls and responsibilities of all the work within the department, and represent the institution in every internal and external meetings representation within the country

### **ROLES AND PURPOSE**

The National Public Health Laboratory and the Lead Laboratory Lead Covid-19 TWG will be responsible for the overall processes and the Database server and management of the records and reports

### **ROLES AND RESPONSIBILITIES ASSIGNED**

- Maintain data base by entering new and update new information
- Prepare source data for computer entry by compiling and sorting information
- Establish Data entry and variables for priorities
- Process Covid-19 patient source document by reviewing data for deficiencies
- Resolve deficiencies by using standard procedure or returning incomplete document to the inactivation team for resolution
- Enter Covid-19 patient data by inputting alphabet and numeric information on the keyboard or optical scanner according to screen format
- Maintain data entry requirement by following data program technique and procedures
- Verifies entered result data by reviving correcting or re-entering data
- Combine data from both system when information is incomplete
- Purges file to eliminate duplication of data
- Secure information by completing database backups
- Maintain confidence and protect information with confidentiality
- Contribute to team effort by accomplishing results as needed
- Printing and photocopying of daily result
- **Daily summaries result for both positive and negative result**
- **Sorting out of patient categories i.e. contact, suspect, screening and follow up**
- Setting up of result together with the patients forms and submitting to be signed
- Viewing data by correctly checking and comparing source documentation
- Organize paper formats, paper backups and material source files as needed
- Comply with security backups and regular checks to ensure data is saved and store properly

Any other duties assigned will be given to the employee based on the need arises and the objective and the purpose of the scope of work

The applications should be addressed to the ICAP email address below and must not be later than 15<sup>th</sup> July 2020

Approved by;



**Dr. Lul Lojok Deng**  
**Director General**  
**Public Health Laboratory and Blood Transfusions Services**  
**Ministry of Health**  
**Juba, South Sudan**

