

Vacancy notice

Advert opens 24th June 2020

Introduction

Cordaid is a Dutch, international non-governmental organization which combines 100 years of experience and expertise in emergency aid and structural poverty eradication. Cordaid believes in a world without poverty and exclusion. We strive for a just and sustainable society where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion tear up societies, we connect people and communities. We also stand for professionalism, expertise and solidarity across borders, to make a difference where it is most needed. Together with more than 600 partner organizations in Africa, Asia, the Middle East and Latin America we structurally improve the living conditions of the poorest and most excluded populations - the bottom billion.

Among the priority bottlenecks for the health sector to address is the inadequate access to healthcare services. To address these barriers to access of healthcare, Cordaid is implementing four interlinked principal outputs in Magwi and Torit Counties, namely ;

- Output 1: Enhanced delivery of integrated health services through a network of health facilities
- Output 2: Expanded Community health services for the prevention and treatment of common conditions based upon the Boma Health Initiative Guidelines
- Output 3: Strengthened management of the Supply Chain for essential drugs and commodities
- Output 4: Stable health systems that are responsive and accountable to the needs of communities and individuals accessing health services.

To achieve these outputs additional technical capacity is required and Cordaid is looking to recruit a Health Management Information System Officer to be based in Torit state Hospital.



Position: HMIS Officer

Based Location: Torit

Number of positions: One (1)

Reporting Lines

The Health Management Information System (HMIS) Officer will be reporting to Hospital coordinator Torit State Hospital

Job Summary

The HMIS Officer is the focal person for data management in Torit State Hospital to ensure complete, accurate and timely hospital health management data is generated, analyzed and utilized for quality improvement and supports the development and/or availability of the necessary tools.

Key accountabilities and Responsibilities

- The HMIS Officer will track the submission of monthly reports and give quarterly feedback on the achievements based on the agreed indicators and timeframes.
- S/he will work with the respective program coordinators to develop tracking tools for the projects, give quarterly presentations on achievements and develop and modify the tools used in in patient HMIS systems.
- Ensure availability of necessary data collection and reporting tools at the facility. This will include patient cards/files, registers, reporting tools and databases.
- Maintain data security and confidentiality.
- Guide the facility staffs on effective data management especially on correct and complete documentation.
- Ensure all required data summaries and facility reports are complete, accurate and timely.
- Ensure reporting for the facility through DHIS2 and weekly IDSR submitted on time.
- Participate in data collection for program monitoring and research.
- Reviews data prior to uploading into DHIS.
- Cleaning electronic health records and DHIS data.
- Liaise with the national Ministry of health to facilitate the provision of all data collection tools
- Take part in the training of health care staff at health facility on data management
- Ensure the facility registers are available and are up to date.
- Perform regular back up/record keeping of data hard and soft copies.
- Support innovative ways of data presentation to ensure maximum and timely utilization.



- Supervise, mentor, and build the capacity of the data/registration clerks.
- Supervising and working together with data/registration clerks to develop an appropriate patient filing system
- Assigning codes to diseases and surgical procedures according to the International Clarification of Diseases and Procedures in medicines.
- Organize and schedule regular data reviews and reflection meetings with hospital management.
- Participate in CMEs to improve on the data collection, documentation, and management in the hospital.
- Provide input, information, and statistics for quarterly, annual and other reports to the Health Project manager
- Participate in the quarterly project review meetings wherever possible
- Participate in the development of indicators for new projects and revision of existing targets and indicators.
- Perform other duties as required.

Qualifications, skills.

1. Bachelor's degree in Public health or Biostatistics or Health Information or Diploma in Health Information Management or post graduate training in Epidemiology /biostatistics
2. Experience in the Development of Project log frames within the health sector and in use of databases
3. Familiarity with statistical packages like SPSS, STATA and SAS is an advantage
4. Attention to details
5. Computer literacy Skills
6. Teamwork Ability
7. Ability to read, analyse and interpret common scientific and technical information
8. Ability to effectively present information

Ability to define problems, collect data, establish facts and draw valid conclusions

Further information and how to apply

Interested and qualifying applicants can submit their application letter including CV in English, copies of birth certificate, National ID and qualification documents, both phone and email contact details of at least 4 professional references, including most recent/current employer/supervisor to the following email hr.southsudan@cordaid.org

Mention the vacancy reference number position in the subject line on the envelopes.

e.g. CSS05/06/20 HMIS Officer -Torit



or

Applications can also be hand dropped at Cordaid Juba Office located behind the Equatoria/UAP Tower. Just a few meters after the Strome Foundation to the attention of the **Human Resource and Administration Manager - Cordaid**.

Deadline for submission is by the **14th July 2020**

Cordaid is an equal opportunities employer and women are strongly encouraged to apply

Only shortlisted candidates will be contacted.

All applications submitted cannot be returned. **An integrity check will be part of recruitment procedure.**