



**Save the Children**

27 August 2024

### External/Internal Job Advertisement

Save the Children is an international non-governmental organization that works for a future of children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

SCI is seeking to recruit: -

**Job Title: MEAL/HMIS Officer (1 Post)-None Relocatable Position.**

**Location: Walgak Filed Office**

**Reports to: Area 1 Health Programme Manager**

**Contract Period: Ten (10) Months with Possibility of Extension based on Satisfactory Performance and Funding Availability.**

#### **CHILD SAFEGUARDING:**

Level 3: the role holder will have contact with children and/or young people either frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work in country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.

#### **ROLE PURPOSE:**

The Job holder will primarily Contribute to the successful implementation of Health sector transformation project (HSTP) in Akobo County, Lot 7 Funded by MDTF/World Bank Through UNICEF and led by the National Ministry of Health (MoH), Republic of South Sudan.

The Health Program M&E Officer will be responsible for gathering, analysing health information. S/he will be a contact person for all health-related program information in Akobo County (Akobo East and West). S/he will assist in implementation of program monitoring systems and updating databases and ensure that data collected and reported is of high quality. S/he will also help the MEAL coordinator and Area 1 MEAL Manager in data analysis, updating the project IPTT and reviewing all monitoring and evaluation reports.



S/he will represent SCI in county Health coordination meetings and technical working groups at the county level.

The incumbent will also support Save the Children health programming in strengthening surveillance and response for malaria or other priority diseases, conditions and events in the context of Integrated Disease Surveillance and Response (IDSR), ensuring timely reporting in EWARNS, DHIS2 and capacity building for state and county officials in compliance with IHR (2005).

The objective is to enhance the ability of all levels of the health system to detect and respond to diseases and hazards that cause high levels of death, illness and disability at Boma, Payam and county level by providing timely and reliable data for taking action. This will subsequently lead to the reduction of the health consequences of serious public health emergencies.

#### KEY AREAS OF ACCOUNTABILITY:

- Assist in developing data collection and reporting formats to ensure standardized reporting and meeting all data requirements for donor and internal reporting
- Orient and develop appropriate training plans for building the capacities of health facility and CHD staff on data collection forms and core surveillance, alert and response data collection tools.
- Carry out routine data quality assessments and audits in the supported health facilities and BHWs
- Ensure that data received from health facilities and BHWs is complete and timely reported in DHIS2, Activity Info platforms and then analyzed and distributed to the country health department.
- Ensure timely and accurate reporting of monthly service delivery reports, 5Ws and surveillance reports in DHIS2, Activity Info and EWARNS platforms
- Develop charts tracking monthly achievements on key indicators against targets and share with the PM, Health Coordinator, CHD and health facility staff for use during monthly and quarterly data review meetings
- Work with the CHD HMIS officer in developing and displaying charts on key indicators tracking monthly progress within respective service areas
- Develop and maintain a good filing system for the project documents
- Coordinate implementation and monitoring of quality benchmarks
- Manage the beneficiary complaints and feedback mechanism – collection, analysis and reporting through SC and Donor reporting systems for CRFM
- Support outcome assessments and participate in conducting field investigation
- Generate statistical reports as needed to support production of narrative reports for internal decision-making communication with stakeholders and partners.
- Produce monthly achievement of health facilities against targets to measure performance and share with field health Programme Manager.
- Assess the needs for data collection strengthening in Akobo in line with the requirements of the different donors and other stake holders including MOH.

#### Other Tasks

- Participate in Health data strategic planning with other agencies and partners



- Contribute to capacity building of the surveillance workforce at county levels to enhance IDSR/IHR implementation.
- Any other tasks given by line manager.

**Appropriately represent SCI and coordinate externally:**

- Representation of SCI as and when directed by the line manager and/or prepares related material to be presented to internal and external audience.
- All internal/external coordination to be done in a culturally appropriate, honorable and respectful manner.

**QUALIFICATIONS**

Diploma or bachelor's in statistics/ biostatistics/ social Sciences/ Public Health/ Computer Science

**Experience and Skills:**

**Essentials:**

- Experience of at least 3-5 years working on Health Management Information System and or M&E.
- Proficiency in Health management Information System Including DHIS 2, EWARS, IDSR.
- Experience in MEAL software such as COMCARE, Kobo collect, SPSS.
- Good oral and written reporting, writing and facilitation skills in English.
- Proficient in Microsoft i.e. Windows/word/excel/PowerPoint
- Very good in identifying case studies and reporting stories
- Cross cultural understanding / sensitivity
- Willingness to travel and operate in basic conditions.

**Desirable:**

- Experience working in humanitarian response
- Excellent communication and teamwork skills
- Experience working with in similar Role with a Health Implementing Non-Governmental Organization.

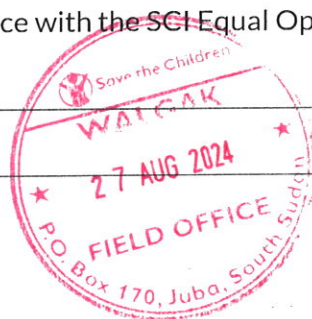
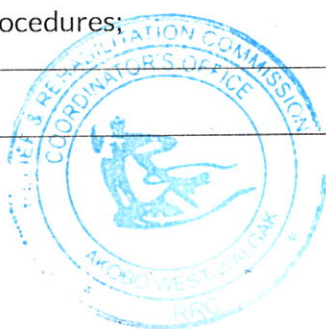
**Additional job responsibilities**

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

**Equal Opportunities**

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures;

**Child Safeguarding:**



We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

**Safeguarding our Staff:**

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy

**Humanitarian response**

In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly

**Application Information:**

Please attach a copy of your CV and cover letter with your application, and include details of your current remuneration and salary expectations. A copy of the full role profile can be found at

([SCI Career Site Careers \(oraclecloud.com\)](https://www.oraclecloud.com))

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

All employees are expected to carry out their duties in accordance with our global anti-harassment policy.

**Deadline for submitting applications: 13<sup>th</sup> September, 2024.**

**Cc: [MoIJobadvert@gmail.com](mailto:MoIJobadvert@gmail.com); (National Ministry of Labour email Address Juba)**



Approved by  
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27/8/2024  
