

10. Supervise nearby health facilities where there is no data clerk and compile reports as necessary and required
11. Support health facilities in the maintenance of HIV program records/ registers such as ART/Pre ART/TB/VCT/ANC/delivery etc., patient follow up charts, reports, ensuring integrity and completeness of data.
12. Ensure that the HIV and related registers in the facility are complete, correct and properly completed
13. Ensure that all HIV and related reports produced in the facility are correct, complete, timely and reliable
14. Ensures confidentiality and integrity during all stages of HIV related data management and the discharge of duties.
15. Support any other data related technical support to the facility as assigned by the ART unit and facility in charges.
16. Performs any other related duties that may be assigned by the supervisors.

Required Qualifications and Experience

Education

- College Diploma in Information Management Systems, Computer Science or related field of study, with two to three years of relevant professional experience in chart review, data analysis, reporting, data capturing and data management especially in health facility/clinical setting

Experience

- Knowledge in data processing and analysis.
- Good writing skill desirable
- Good knowledge of the South Sudan Health system and health facility setup is a plus.

Languages

Fluency in both written and spoken English and local languages preferably in areas where the facility is located.

Required Competencies

Behavioral

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and facility staff as well as with other stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving the HIV programs or services