

HEALTHCARE FOUNDATION ORGANIZATION

To improve and advance the "Quality of Healthcare" in South Sudan and its Regions

JOB VACANCY ANNOUNCEMENT VA/HFO/SSHF/061/2022

Job title:	Data Clerk (4 position)
Reporting to	MEAL COORDINATOR/EPI SUPERVISOR
Department:	Health
Hours:	40 hours per week
Duty station:	CANAL (1), AYOD (1), TWIC EAST (1), PANYIKANG(1)
Opening date	December 23 rd , 2022
Closing date	January 13 th , 2023
Starting date	ASAP

BACKGROUND

Healthcare Foundation Organization (HFO) was founded in 2015 in South Sudan over 7 years ago and has built a long-term, local presence in Equatoria Region (Central Equatorial State, Upper Nile Region (Jonglei State, Fangak, Ayod and Canal/Pigi Counties), Upper Nile state, Panyikang county, Unity State, Rubkona, Guit, and Leer Counties) and Bahr El Ghazal Region (Northern Bahr El Ghazal, Aweil East County) & Warrap State, Twic East, and Gogrial East Counties). Regional Office in Sudan with head office in Khartoum, White Nile State, and the Blue Nile States. Our Country team of advisors uses their specialist expertise in Health, Nutrition, Protection, Food Security, Education and Water, Sanitation, and Hygiene. We work in the above States to support over 300,000 population through developments and humanitarian aid projects.

HFO has been working in South Sudan since 2017 and is currently working in four States. Our services are in line with Humanitarian core policies and are tailored for specific South Sudan organizations, initiatives, and regions. HFO would like to implement an anticipated Program. For more information, please visit HFO's website at www.hfo-ss.org We wish to recruit interested and qualified applicants for the following position:

OUR VISION STATEMENT

HFO envisions empowered, holistically transformed and peaceful communities growing in unity and diversity towards self-reliance.

OUR MISSION STATEMENT



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Website: <http://hfo-ss.org>

Email: info@hfo-ss.org / healthcarefoundation.org@unhcr.org

Address: Kololo road behind Catholic University of South Sudan / Opp. UNIDOR Office / Plot No: 143 blocks (1) Juba Nabari (Tongpiny, Khartoum Regional Office at GAH Compound)



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HFO exists to inspire, empower and transform communities to move towards self-reliance through the provision of holistic social services and development assistance.

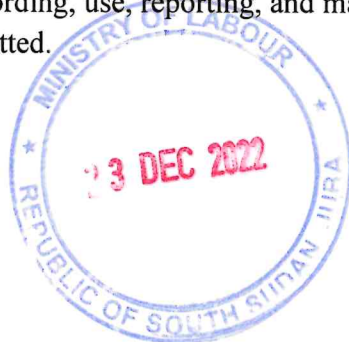
1.0 PURPOSE OF THE POSITION:

1.1 Specific Responsibilities:

Scope: Under the guidance and supervision of the Monitoring and Evaluation Officer, the Data Clerk will be based in the field-Health Facility or field Office and shall be responsible for providing smooth flow and access to information through records management for action and decision-making. S/he will record data, and provide guidance on data recording, compilation, use, reporting, and management. S/he will produce and submit Periodic health activity reports

2.0 Major Duties and Responsibilities

- The Data clerk will be responsible for compiling data collected within Health departments as he /she works alongside with the M&E officer. Main duties shall include entering data in databases and maintaining accurate records of the sector, managing office stock, and ensuring proper filling of HIS/HMIS forms.
- The candidate must have essential data entry skills, fast typing with an eye for detail, and familiarity with spreadsheets.
- Ensure the use of standard MoH/Donor data tools and reporting Forms
- Facilitate smooth flow and access to information through records management for action and decision-making.
- Guidance on data recording, use, reporting, and management.
- Periodic reports submitted.



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3.0 Monitoring & Evaluation

- Ensure availability and use of Standard/revised HMIS/HIS data tools at all departments of the health facility.
- Providing guidance on the use of the HMIS/HIS data tools to ensure completeness, consistency, and correctness in filling the registers.
- Promptly provide data on notifiable/integrated disease surveillance and response.
- Prepare and timely entry of daily, weekly and monthly data from all facilities for making reports.

4.0 Manage knowledge-building and sharing and advocacy efforts:

- Provide feedback to the facility staff on health service provision for decision-making.
- Enter data into the electronic database.
- Imparting knowledge and skills to staff by organizing mentor-ships and review meetings on data management.
- Participate in capacity-building activities (Training, Orientations, Mentorship, meetings, etc).
- Adhering to the Professional Code of Conduct and Ethics of the HFO.
- Perform any other duties as assigned by the supervisor

5.0 Key Performance Indicators:

- Effective coordination and relationship.
- Timely preparation of reports and submission to Juba Health team.
- Effective and facilitation of donor gender working group
- Community engagement and mobilization
- Timely monitoring of the field activities.
- Understanding of staff on results-based management and planning in line with HFO guidelines and donor requirements

Competencies

6.0 Core Values:



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- Respect for Diversity.
- Integrity.
- Professionalism.
- Effectiveness
- Innovation

7.0 Core Competencies:

- Awareness and Sensitivity Regarding Gender Issues.
- Accountability.
- Creative Problem Solving.
- Effective Communication.
- Inclusive Collaboration.
- Stakeholder Engagement.
- Leading by Example.



8.0 Key Working Relationships

- Internal contacts: Health Facility in-charge, Heads of Facility departments, Health Information Assistants, and health team staff.
- External contacts: Works with the Health County and state facility in-charges and other IPs.

Required Skills and Experience

9.0 Education:

- Diploma or certificate in medical records and Health Management Information System, licensed and accredited institution with at least one year of progressive experience in health record management – Essential.

10.0 Experience:

- Applied Knowledge in the use of HMIS/HIS data tools and good Computer skills including Ms. Excel, PowerPoint and Word



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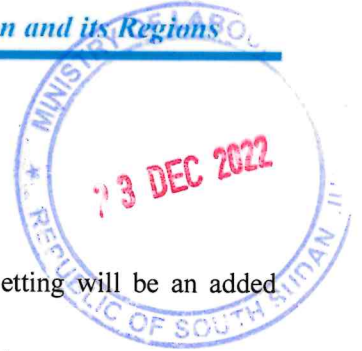
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- Excellent communication and interpersonal skills.
- Minimum 1-year work experience in a busy health setting.
- Ability to completely record, accurately compile and produce timely reports.
- Good communication and interpersonal skills.
- Ability to work in hardship areas (previous experience in an emergency setting will be an added advantage).
- Flexible and able to work with the team in a dynamic and diverse environment.



11.0 Languages:

- Good standard of spoken and written the English Language.
- Ability to speak any of the languages spoken in the project area is an added advantage.

12.0 HFO STATEMENT:

- HFO staff must adhere to the values and principles outlined in the HFO Code of Conduct and Ethics, HR Policy Manual, Prevention from Sexual Exploitation and Abuse policy, GBV, and Child Safeguarding Policies.
- In accordance with these values, HFO enforces policies on beneficiaries, partners, and services providers to protect Vulnerable groups from being exploited and to ensure a safe environment free from harassment.

13.0 HOW TO APPLY:

- ✓ Applications should be addressed to Human Resource & Administration Manager by quoting the vacancy number not later than **January 13th, 2023 @ 5.00 PM.**
- ✓ Applications received after this date will not be considered and submitted using the email address: recruitment@hfo-ss.org and copy recruitmentshfo.org@gmail.com
- ✓ Due to limited internet space, **HAND DELIVERY** of Applications is allowed, and please find the address of the HFO Office below this advert.
- ✓ Hand delivers to HFO security Guard in Tongpiny, off Catholic University of South Sudan or Near to UNIDOR Office



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- ✓ Due to the urgency of these positions, applicants **WILL BE** selected on a rolling basis and before the dateline.
- ✓ Qualified female applicants are particularly and strongly encouraged to apply!

HFO Employment statement: Healthcare Foundation Organization (HFO) provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, or marital status

