



Job Advert

African Network for the Care of Children Affected by HIV/AIDS (ANECCA) is would like to recruit competent and experienced professionals to work in Karamoja Region for the following positions as outlined below;

Job Title: Data Officer (4): Ref.No.12-DO

Reports to: Cluster Team Lead (Day to day supervisor) and MEL Specialist (Technical Supervisor)

Duty Station: Designated duty station in Karamoja

Job Role: Monitor the implementation of ANECCA Uganda's records and data management guidelines not limited to routine Health Informatics troubleshooting for UgandaEMR, routine data management i.e. collecting, sorting, coding, keyboard entry of data and storage of data forms, and utilisation at the district level in line with the MEL departmental mission.

Key Duties & Responsibilities:

1. Compute the HMIS and non-HMIS tools needed with health sub-district records officers and district HMIS focal persons and Biostatisticians to maintain data collected is at all times in proper filling and archival systems of supported health facility sites in the assigned Districts in line with the Data management guidelines.
2. Monitor the implementation of medical records storage and management best practices i.e. entry of all patients' data collected into the respective databases, filing, retrieval, update of patient care in Uganda EMR and submission of error detection logs and storage of patients' medical records and data collection tools by Records Assistants and data clerks in line with ANECCA Uganda data management SOPs.
3. Track HIV care data captured on patient forms during patient visits is transcribed to pre-ART and ART registers and updates in the Uganda EMR on time in allocated districts in line with the Data management guidelines.
4. Review and provide feedback on HMIS and MEL logistical needs (HMIS tools, files, internet etc.), flagging errors, outliers etc. from data submitted by Data clerks and follow up on the implementation of corrective action in line with the Data management guidelines.
5. Track timely collection and entry of all required data (in HIBIRD, PIRS, ODK, SURGE, additional indicators etc.) in the pre-designed systems for project performance measurement in line with the Data management guidelines.
6. Build capacity health workers together facility records officer on appropriate use of HMIS data collection tools for data captured including ensuring timely update of HMIS tools in line MEL procedures.
7. Conduct monthly data cleaning and validation for District specific data together with District Biostatistician in line with MEL standards.
8. Prepare and make timely data displays (including performance against annual targets) of facility and district level data in line with the Data management guidelines.
9. Track daily Uganda EMR data is backed up, utilization of clinic patient management line lists and share a weekly Uganda EMR status to the M&E Specialist/ HIS Officer in line with the Data management standards.
10. Perform routine (weekly) data analysis on HMIS & PEPFAR data to inform ANECCA District-based teams on the progress of interventions data entry and aggregation assigned by the MEL/ HIS Specialist in line with MEL reporting procedures.
11. Develop and appraise, support and maintain a competent & motivated "Data clerk team" through giving constructive feedback, coaching and mentoring in line with the Human resources manual.

Required Education Training, Experience, other relevant skills& personality attributes

- A Bachelors' degree in Statistics, IT, Computer Science, Business statistics, Economics and Population Studies or related field.
- A Post Graduate Certificate in data management or Analysis is an added advantage.
- At least 2 years' experience in data management in health setting with PEPFAR funded programs
- Familiarity with use of Advanced Microsoft Excel, Power-point, Word; ODK, DHIS2, HIBRID/ PIRS, Uganda EMR, working knowledge of Health Management Information System (HMIS).



- Excellent written and oral communication, business Acumen, flexibility and adaptability interpersonal skills and Result oriented
- Willingness to work and travel in rural settings of Uganda like Karamoja

Interested applicants are encouraged to visit our website: <https://www.anecca.org> for more details to send their applications letters, curriculum vitae & certified academic credentials indicating the job title & reference no to applications@anecca.org Cc: aneccaapplications@gmail.com before close of business 1st September 2023. *Applicants from Karamoja region are encouraged to apply.*