



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 Assistant (21): Ref No.14-DA

Reports: Data Officer (Technical Supervisor) & Health Facility In charge (day to day Supervisor)

Duty Station: Designated duty station in Karamoja

Job Role: To implement M & E L management systems and guidelines for measuring and tracking programme performance routinely at the Health facility while supporting other nearby health facility sites in line with the M & E L directorate mission.

Key Duties& Responsibilities:

1. Update and maintain complete data on the patient files and registers on weekly, monthly quarterly and annual basis inline data management& MEL guidelines.
2. Compile and timely responses to ad-hoc data calls and requests relating to data needs in line with data management and MEL guidelines.
3. Generate and submit accurate, timely, valid data to inform on quality improvement decision making and reporting for efficient & effective Health management service delivery in line with data management and MEL reporting procedures.
4. Compile and share weekly, monthly, and quarterly facility HMIS and PEPFAR report to support efficient & effective Health management service delivery in line with the MEL reporting procedures.
5. Compile, sort, verify and enter quality data in Uganda EMR, DHIS-2, CQI dashboard, update HMIS register and LPHS-Karamoja Information Management system in line with MEL information system procedures.
6. Conduct data cleaning and DQA activities to support health care workers at the designated facilities in data quality assurance in line with data quality assurance standard operating procedures, job aids and MEL reporting procedures.
7. Transfer information from paper-based records (registers) into summary tally sheets or computerized reporting format in with the data management and MEL reporting procedures.
8. Compile weekly missed appointments using the provided templates to champion back to care efforts and provide routine updates in line with facility-based targets and MEL reporting procedures.
9. Conduct routine orientation of seconded facility staffs in key MEL parameters including documentation and reporting in line with the data management & reporting procedures.
10. Maintain hardcopy and electronic data files and reports in compliance with the national/research protocols, ensuring that completed records/reports/documents are regularly stored/back up in an appropriate location.
11. Conduct monthly performance reviews at the health facility to institute data utilization practices in line with facility-based targets and MEL reporting procedures.
12. Support implementation of the above duties in one or two additional satellite ART sites as will be assigned.

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

- Bachelor's degree in Project planning and management, Development studies, Statistics, Quantitative Economics, Computer Science, Information Technology.
- A post graduate diploma in Monitoring and Evaluation will be an added advantage.
- A high level of computer literacy is required, especially, but not limited to Ms-Word, Excel, MS Access, Internet & web technology, as the incumbent will be involved in data entry into database systems
- Training in information technology, database and records management is an added advantage
- At least 2 years of progressive professional experience working in data management related projects, and working with rural communities in a reputable organisation preferably an NGO.
- Good numeracy skills. Attention to detail and enjoy alphanumeric data entry.
- Practical experience in working with government of Uganda health information systems (like Open MRS/Uganda EMR, DHIS2, and mTrack) at health facility and district
- Experience in handling, collecting, coding, and managing numerical data



- Hands-on knowledge and skills in data entry preferably in an HIV/AIDS, or a research-oriented organization
- Excellent data analysis skills (competency in the use of Statistical applications such as SPSS, STATA, or Epi-Info is an added advantage)
- Willingness to work and travel in rural settings of Uganda like Karamoja
- Good report writing skills, verbal communication interpersonal skills and Result oriented.

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.*