

## **JOB VACANCY**

Kilwa District Council in collaboration with USAID BORESHA AFYA would like to invite qualified applicants to fill for the job – District Data Officer.

### **Job Title: District Data Officer**

#### **Job Description**

District Data Officer is a key technical person in coordinating and supervising data collection and reporting system of all HIV and AIDS interventions supported by USAID BoreshaAfya-Southern Zone in the respective district/s. S/he plays a central role in the implementation of data management and quality controls activities and ensure timely production of program reports. S/he reports to the District HMIS focal person, BUT will collaborate with the respective DACC, DTLC, DRCHCO, CBHS Focal person and Malaria Focal person at District level, while at program's level will report to the M&E Officer assigned for that district.

#### **Main Areas of Responsibilities**

- Supervise, coordinate and provide technical support to the assigned health facilities' Data clerks on data collection, compilation and analysis
- Ensure all project reports; daily, monthly, quarterly, semi-annual and annual reports are of high quality and are produced and submitted on time and entered into ProDMIS, DATIM, DHIS2 and IPRS
- Collect and analyse PMTCT, C&T, CECAP, Gender, FP, TB, TB/HIV, HTS and CBHS data from sub grantees
- Work in collaboration with R/CHMTs, HMIS unit and health facilities' HCWs and CSOs to ensure smooth coordination of all monitoring and evaluation activities
- Ensure availability of tools at the health facilities and respective COSs within the assigned district/s
- Provide data entry support to CMHTs into DHIS2 including conducting data reviews and validations at health facilities and district levels
- Ensure all data clerks in his/her portfolio collaborate with CBHS at community and health facility levels for tracking defaulters, producing list of Missed Appointment and LTFU and updating the database accordingly when patients return to care
- Provide all the necessary support and assistance on data requests at health facilities/ district(s) levels to USAID BoreshaAfya – Southern Zone's program staff
- Ensure all Data Clerks conduct weekly and monthly tracking of all HIV positive clients from all testing points at health facility level
- Ensure there is proper documentation of the identified clients for easy tracking
- Actively participate in all QI related activities and ensuring provision of accurate data on monitored indicators by the QI team within respective district(s)
- Work with M&E Officers to provide database support to all electronic sites by ensuring all databases within the district/s have the most current version at all times



- Provide on job training to CHMT, HCWs, CSOs and data clerks on data entry and report generation including analysis as the need arises
- Plan and carry out data quality audits in collaboration with the program's M&E & Technical team
- Ensure all the electronic facilities have entered data into ProDMIS on daily/ weekly/ monthly basis
- Track daily performance of Data Clerks by ensuring their daily reports are submitted weekly to the M&E team
- Develop data input controls, range and logic checks, and other data management processes based on input from other team members
- Train data clerks to develop and implement ad-hoc queries; and provide them with technical assistance in running data cleaning activities
- Performing any other related duties as assigned by the supervisor from time to time

**Minimum requirements for the position (e.g. academic and professional qualifications, length of experience etc)**

- Diploma in Statistics, Health Informatics, Monitoring and Evaluation or any related field; a Degree level will be an added advantage
- Ability to use any statistical analysis software (i.e. STATA, SPSS etc)
- Proven computer skills and strong knowledge of MS Office applications especially Excel
- Working experience in data management/ Monitoring and Evaluation
- Good experience of HMIS tools, CTC2 database and DHIS2

**Application process:**

To apply please indicate the position title on the envelope. Eg: **District Data Officer**, all applicants should also include an up to date CV with three contactable professional references and a cover letter.

**Application Deadline: Wednesday, 26<sup>th</sup> December, 2018 at 3.30pm**

**All applications should be addressed to:-**

**District Executive Director,  
P.O. Box 160,  
KilwaMasoko**

**OR**

**By Email: ded@kilwadc.go.tz**



**Mchau, R.B  
District Executive Director.  
Kilwa District Council.**

**DISTRICT  
KILWA DIS  
P.O  
KILWA**

**DIRECTOR  
NCIL**

**160  
KILWA**