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| **Health Management information System (HMIS) officer** |
| **TEAM/PROGRAMME:** Programme | **LOCATION: Nyirol (Lankien)** |
| **GRADE**: 4 | **POST TYPE: National**  |
| **Child Safeguarding:** Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people |
| **ROLE PURPOSE:**  The Health Management information system Officer will be responsible in gathering, analysing health information. S/he will be a contact person for all health-related program information. S/he will represent SCI in health cluster coordination meetings and technical working groups at the county level.The incumbent will lead and support the CHD in weekly reporting of malaria, other priority disease outbreaks and events in the context of Integrated Disease Surveillance and Response (IDSR) through the EWARNS and DHIS2 platform and capacity building for health facility providers and data clerks in compliance with IHR (2005).The objective is to enhance the ability of all levels of the health system to detect and respond to diseases and hazards that cause high levels of death, illness and disability at Boma, Payam and county level by providing timely and reliable data for taking action. This will subsequently lead to the reduction of the health consequences of serious public health emergencies. |
| SCOPE OF ROLE: Reports to: Health ManagerStaff reporting to this position: NoneBudget Responsibilities: N/A  |
| **KEY AREAS OF ACCOUNTABILITY:****JOB DESCRIPTION:****Data Gathering, Coordination and Analysis**.* Develop appropriate training plans for building the core surveillance, alert and response capacities at health facility and county health level in accordance with the requirement for IHR 2005; provide trainings and support supervisions to county and Health facility level staff.
* Ensure that data received from health facilities are compiled in the DHIS2 and EWARNS and then analysed and distributed to the country health department.
* Conduct facility data collection of all service reports in collaboration with the M&E officer at CHD
* Conduct data validation and audits to all health facilities in coordination and collaboration with M&E officer from the CHD
* Facilitate weekly collection of IDSR reports from health facilities and timely submission in the EWARNS system
* Ensure timely reporting of all service delivery reports in DHIS2 system
* Facilitate and prepare reporting rate summaries and trends for key indicators tracked in health for use during data review meetings with the project coordinators, CHD and health facility staff
* Ensure that data for key indicators is analysed, prepared on visible charts, pasted on facility walls and updated on monthly basis
* Support in monthly, quarterly, bi-annual and annual report writing process with updated data captured on key performance indicators
* Conduct field investigation, provide technical support for vulnerability assessment, risk mapping and development of preparedness/contingency plan at county level.
* Receive, review and archive in a computerized system on a monthly basis the DHIS2 from all the health facilities supported by SCI and ensure that data is kept secure including having data backups;
* Ensure timely installation of DHIS to supported health facilities.
* Oversee DHIS-related files, records and documents,
* Analyse DHIS2 reported data on key performance areas and generating reports

**Data Storage Management** * Support the CHD in setting up a storage system for all submitted weekly and monthly reports from health facilities through use of arch lever files
* Maintain a strong monitoring and data collection system that ensures accurate data capture, collation and report generation for program staff to improve their analytical capacities and contribute data to the M&E system.
* Maintain internal project database and prepare analytical reports on a monthly basis share them with the project Managers/technical advisers for review and corrective action.
* Facilitate the County level quarterly and health facility monthly surveillance review meetings including the tracking of the surveillance performance indicators.

**Health Data Reporting*** Ensure timely and accurate reporting by health facilities and implementing partners using DHIS2 and EWARNS platforms.
* Generate statistical reports as needed to support production of narrative reports for internal decision making, communication with stakeholders and partners.
* Produce monthly achievement of health facilities against targets to measure performance and share with field health programme Manager and the CHD.
* Play an integral role in data analysis, and contribute to the writing and reviewing donor and internal reports
* Maintain quality, accessibility and functionality of DHIS2

**Health Data Quality Assurance*** In collaboration with the MEAL team, contribute to the development of an internal data quality improvement plan for health facilities in Akobo and Nyirol counties
* In collaboration with the Project Manager, develop modules and train program staff on data collection tools for their respective project needs.
* Assess the needs for data collection strengthening in line with the requirements of the different donors and other stake holders including MOH.
* Collaborate with project coordinators, health officers in conducting quality benchmark monitoring in health facilities
* Conduct real-time analysis of outbreak intelligence data on infectious diseases, with other team members, for epidemic forecasting and detection, guide state ministry of health and county on data quality improvement, use of data for monitoring of trends, ALERT and ACTION thresholds (triggers), as well as methodologies for performing Data Quality Audit (DQA) at county and health facility level.

**Capacity building** * Provide guidance and support to County and State level IDSR officers, in the development and implementation of strategies and programmes related to the epidemiological needs for priority diseases, conditions and events under the Integrated Disease Surveillance and Response (IDSR)
* Provide and/or oversee DHIS training to health facilities data clerks and health data collection officers in Lankien
* Assess and coordinate staff development activities for DHIS as assigned

**Other Tasks*** Participate in Health data strategic planning with other agencies and partners
* Contribute to capacity building of the surveillance workforce at county levels to enhance IDSR/IHR implementation.
* Any other tasks given by line manager.

**Appropriately represent SCI and coordinate externally**:* Representation of SCI as and when directed by the line manager and/or prepares related material to be presented to internal and external audience.
* All internal/external coordination to be done in a culturally appropriate, honourable and respectful manner.

 **Reporting responsibilities:*** Monthly DHIS2 reporting for Health & ICCM.
* Monthly field activity reports
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| **SKILLS AND BEHAVIORS (SCI Values in Practice)** **Accountability:*** Holds self-accountable for making decisions, managing resources efficiently, achieving and role modeling Save the Children values

**Ambition:*** Sets ambitious and challenging goals for themselves, takes responsibility for their own personal development and encourages others to do the same
* Widely shares their personal vision for Save the Children, engages and motivates others

**Collaboration:*** Builds and maintains effective relationships, with their team, colleagues and with relevant external partners.
* Approachable, good listener, easy to talk to.

**Creativity:*** Develops and encourages new and innovative solutions
* Willing to take disciplined risks.

**Integrity:*** Honest, encourages openness and transparency; demonstrates highest levels of integrity
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| **QUALIFICATIONS AND EXPERIENCE****Essential*** Bachelor Degree/ Diploma in Public Health, Statistics, Nursing or equivalent
* Demonstrable experience on health information system
* 2-3 years of experience in information management and use of DHIS2 and EWARNS reporting platforms
* Experience in conducting assessments and an understanding of surveillance and health and nutrition information systems
* Experience of working with local partners and building capacity
* Willingness and capacity to be flexible and accommodating when faced with difficult and frustrating working conditions
* Ability and willingness to frequently travel at the health facilities and examine data collected.
* Commitment to and understanding of Save the Children’s aims, values and principles
* Experience and ability to represent Save the Children in South Sudan’s health in work in external meetings
* Demonstrable ability at report writing and excellent communication skills
* Computer literacy and proficiency in MS Word and Excel spreadsheets
* Fluency in written and spoken English and local languages such as Arabic

**Desirable*** Qualified Public health officer/Statistician/ Nurse with primary health care / community health care experience
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| **Date of issue: Author:**  |