Job Title: HMIS Officer/IT (1 Position)
Duty Station: West Nile
Reports To: Region M & E Officer

Job Summary: The holder spearheads data collection, timely reporting of adhoc and routine reports, supports utilization of manual and electronic systems at supported facilities, ensures data entry in national and PEPFAR systems DHIS2, PIRS, HYBRID, assures data quality, conducts DQAs, ensures functional Uganda EMR systems at sites, support performance review meetings for sites and district led reviews and supports QI interventions across the region.

Roles and Responsibilities:

- Mentor health facility staff in documentation into appropriate national HMIS tools.
- Ensure completeness, consistency and accuracy of data captured into the HMIS
- Support facility staff in the timely compilation of the routine HMIS reports.
- Support health facility staff in producing data summaries that inform continuous quality improvement initiatives in HIV and TB programming.
- Participate in analysis and interpretation of data
- Ensure availability of required tools at the facility levels.
- Provide forecast to avoid stock-outs of HMIS tools at facility level.
- Support facilities to compile and submit weekly reports
- Any other duties as may reasonably be assigned from time to time.

Minimum Qualifications:

- Degree in Statistics, Statistics and Economics, Actuarial Science, Computer Science, IT, QE, Business statistics, Population studies or any data management related field. OR Social sciences and Development studies. Postgraduate training in M&E is an added advantage
- Experience in medical data management is an added advantage.
- Experience in the navigation of DHIS2 and USG-databases.
- Previous experience in supporting busy TB / HIV district data systems is an added advantage
- Ability to work under pressure and accomplish tasks with minimal supervision.
- Understands client confidentiality and exhibits a high level of ethical conduct
- Has basic computer literacy including word processing, excel, internet and PowerPoint.
- Attention to detail
- Good interpersonal skills and ability to work in a team
- Ability to work under pressure and accomplish tasks with minimal supervision.
- Good communication skills

Job-related experience and knowledge:
• At least 3 years' experience.