

## LINDI DISTRICT COUNCIL



# ADVERTISEMENT

**30/11/2018**

**Lindi District Council in collaboration with USAID BORESHA AFYA would like to invite qualified applicants to fill for the 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 Boresha Afya – Southern Zone in the respective district/s. S/he plays a central role in the implementation of data management and quality control 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 CSOs within the assigned district/s
- Provide data entry support to CHMTs into the DHIS2 including conducting data reviews and validations at health facilities and districts levels.
- Ensure all Data Clerks under 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 Boresha Afya – 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 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;

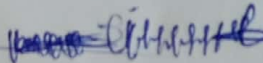
**Application process:**

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

**Application Deadline: 6<sup>th</sup> December, 2018 at 3:30 PM.**

Application should be addressed to:-

**DISTRICT EXECUTIVE DIRECTOR  
PO BOX 328  
LINDI  
OR  
By Email: ded@lindidc.go.tz**



Mahmoud A. Kimbokota  
**Ag: DISTRICT EXECUTIVE DIRECTOR  
LINDI DISTRICT COUNCIL  
LINDI**

**DISTRICT EXECUTIVE DIRECTOR  
LINDI DISTRICT COUNCIL  
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