**KILOMBERO DISTRICT COUNCIL**

***(All correspondence shall be addressed to the District Executive Director)***



Phone: 023 - 2931523

Fax: 023 - 2931513 P. O. Box. 263,

E-mail : ded@kilomberodc.go.tz **IFAKARA.**

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**VACANCY ANNOUNCEMENT**

Kilombero District Council is working with USAID Boresha Afya Southern Zone to increase access to high quality, comprehensive and integrated health service to communities that serves especially women and youth.

Kilombero District Council through USAID Boresha Afya Southern Zone seeks to recruit qualified individual to fill the following position:-

**JOB TITTLE: District Data Officer**

**MAIN 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 proMIS, DATIM, DHIS2 and IPRS
* Collect and analyse PMTCT, C&T, CECAP, Gender, FP, TB/HIV, HTS and CBHS data from sub rantees.
* 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
* Provide data entry to CHMTs into the DHIS2 including conducting data reviews and validations at health facilities and district levels.
* Provide all 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 indicator 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 dat 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:**

* Diploma in Statistics, Health Informatics, Monitoring and Evaluation or any related field; 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 Exel
* 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 Officers.

All applications should also include an up-to-date CV with three referees.

The application should be addressed to:

District Executive Director,

Kilombero District Council,

P.O Box 263,

**IFAKARA.**

Kindly note that only shortlisted applicants will be contacted.

Deadline: Not later than 16th November, 2018.

Eng. Stephano B. Kaliwa

DISTRICT EXECUTIVE DIRECTOR,

**KILOMBERO.**