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| TITLE:  Health Management Information System (HMIS) Officer | |
| **TEAM/PROGRAMME: Health and Nutrition** | **LOCATION: Nkamira** |
| **GRADE**: 4 | **CONTRACT LENGTH:2 Months** |
| **CHILD SAFEGUARDING:**  Level 3:  the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. | |
| **ROLE PURPOSE:** The HMIS Officer will work to contribute to an improvement in the overall health data management of the targeted refugee population of Nkamira Health Post through the provision of health data quality. In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly. | |
| **SCOPE OF ROLE:**  **Reports to:** Head Nurse  **Staff reporting to this post: None**  **Indirect : Health and Nutrition Program Manager**  **Budget Responsibilities: *NA*** | |
| **Key areas of accountability**   * Ensure update HMIS software, and IMPACT are functional and used properly at the field office. * To record, compile, analyse and interpret health data and information * To provide up dated HMIS forms for the health facility/ies * In co-operation with the Project Manager oversee the planning and conducting training, which relates to HMIS. * To supervise clinics’ HMIS activities and give proper feedback to related staff * Training of all HFs staff regarding filling HMIS forms and HMIS case definitions * Ensure and maintain the flow of information to sub office and main office. * Ensure proper utilization of HMIS tools in all levels i.e. Health Post, and HC * Attend co-ordination meetings when needed in the district/required district * Provide accurate and updated feedback on data collections to the clinics * Provide HMIS monthly, quarterly & annual reports * Give advice and support to the project and program staff in HMIS related tasks * Enhance ability of project and program staff in HMIS related tasks by conducting workshops, on-the-job training and through other means * Assist the Project Manager in development of the program activity /progress reports * Prepare monthly data quality review meetings * Other tasks requested by supervisors   **Reporting**   * Submit weekly updates, monthly and quarterly reports to the line manager. * Write, share and document best practices and case studies periodically, quarterly bases is preferable. * Produce high quality reports for both internal and donor use. * Collect the monthly reports, revise them and give feed back to the field team.   **Representation and coordination**  Represent save the children while working with other external health actors (INGOs and UN agencies) when called upon to do so. | |
| **BEHAVIOURS (Values in Practice**)  **Accountability:**   * holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values * holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.   **Ambition:**   * sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same * widely shares their personal vision for Save the Children, engages and motivates others * future orientated, thinks strategically and on a global scale.   **Collaboration:**   * builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters * values diversity, sees it as a source of competitive strength * 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 | |
| **QUALIFICATIONS**  Bachelor’s degree in general nursing /public health with 2 years’ experience in health data management or Bachelor’s degree in computer science with more than 5 years’ experience in health data management from a recognized university. | |
| **EXPERIENCE AND SKILLS**  **Essential**   * Excellent liaison abilities and good communication skills (French, Kiswahili and English preferred); * Willingness to work in resource poor environment and be culturally sensitive; * Ability to produce basic reports in English; * Ability and familiar with Health data management system like HMIS/HIS and IMPACT; * Experience of working in health data management, CRVS; * Strong capacity in collect and analyses of health data and knowledge of CRVS uses; * Ability of be cooperative and collaborative with team; * Computer knowledge (Microsoft office, M.S Word, MS Excel)   **Desirable**   * Familiarity with HMIS/HIS and IMPACT, * Experience of working in health data management including CRVS * Computer knowledge (Microsoft office, M.S Word, MS Excel) | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | |
| **Child Safeguarding:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | |