



JOB VACANCY ANNOUNCEMENT

Job ID: (TRHBHR 106)

Job Title: Regional HMIS officers

Category: Health Care

Location: TRHB, Mekelle, Tigray, Ethiopia

Supervised by: Senior HMIS officer

Supervises (technical): Facility Data clerks/HIT

Employment Type: Contract

Carrier Level: senior

Number required: 2 (two)

Salary: Negotiable

JOB SUMMARY

Under the guidance of Tigray Regional Health Bureau, Developmental Planning supportive process and its HMIS case team, the HMIS supporters will be responsible for the coordination and implementation of the CDC funded project reports “Strengthening Local Ownership for the Sustainable Provision of Comprehensive HIV/AIDS Services” by the Health Bureau of Tigray Regional State of the Federal Democratic Republic of Ethiopia under the President’s Emergency Plan for AIDS Relief (PEPFAR). The incumbent will be responsible for all the paper-based and electronic HMIS, EMR, EMR-HIV, HRIS and CHIS/IVR reports, data quality assurance and improvement, performance monitoring, reporting and Computer trouble shooting in the region under the direction of the Senior HMIS officer.

MAJOR DUTIES AND RESPONSIBILITIES:

Under the supervision of TRHB, Developmental Planning directorate and HMIS case coordinator, **the Regional HMIS officer** will have the following responsibilities:

- Responsible computer trouble shooting and training, establish back up system,
- Personal computing support, hardware and software repair and recommendation, audio and web conferencing,
- Data base administration and support, software distribution ,



- Cyber threat incidence response, security awareness and education, virus detection and interventions.
- Follow-up, Mentor, and supervise the proper utilization of the software (EMR, EMR-HIV, HRIS, EHMIS/PHEM, CHIS) in each site;
- Implement and/or Re-initiating the EMR, EMR-HIV, EHMIS/PHEM and HRIS for already implemented or new sites;
- Support RHB to closely follow the regular updating of electronic databases at all levels supported by the regional office.
- Hard ware and software problem happening to immediate supervisor as well as also the concerned body on time;
- Plays an active role in HMIS, eHMIS, EMR , EMR-HIV and HRIS implementation plans, strategies, and outcomes in collaboration with the Regional Health Bureau, Sub city Health Departments, Woreda Health Offices, and health care facilities to ensure coordinated approach on implementation work plans
- Monitor and report on activities and performance as required; prepare and submit the finalized weekly and monthly work plan /schedule of HMIS, CHIS, EMR, EMR-HIV, CHIS, & EHMIS implementation to respective supervisors
- Develop and implement mechanisms for documentation, collection and timely submission of PEPFAR required non HMIS MER indicators
- Train on HMIS, EMR, EMR-HIV, EHMIS/PHEM, CHIS, HRIS and other M&E products
- Responsible for TenaCareIVR reporting, training and troubleshooting
- Consolidate and produce narrative reports on measurement indicators and achievement of results
- Perform other duties assigned by the immediate supervisor.

JOB REQUIREMENTS:

- MSc in Epidemiology; Biostatistics; Health informatics; Computer Science, M&E or related field with 2 years of related work experience



- BSC in Biostatistics, Health informatics, Computer science, M&E or related field with 5 years of related work experience
- Acquainted with computer trouble shooting, HMIS system, eHMIS, EMR, EMR-HIV, HRIS
- Advanced computer knowledge with trouble shooting hardware and software components
- Strong interpersonal communication skills
- Proficiency in written and spoken English.
- Certificate of training in eHMIS, EMR, EMR-HIV is advantage
- Work experience with governmental and/or non-governmental organization in eHMIS, EMR, EMR-HIV and computer trouble shooting is preferable

Tigray Regional Health Bureau is an equal opportunity employer; women and people living with HIV/AIDS are encouraged to apply.

How to Apply: Interested candidates with the required qualification and experience are invited to submit application letters along with CV and photocopies of certificates and testimonials as well as names and contact information for 3 professional references other supporting documents to the following address:

- In person to Tigray Regional Health Bureau Human Resource Directorate
- Online at: jobs@tigrayrhb.org

The application letter should be clearly marked with each position. Only short-listed applicants will be notified for interview and exam.

Receiving applications is **September 18-29, 2017**.

Closing date: **September 29/2017 at 5:00 PM**

Point of Contact:

- **Ato Zenebe G/hiwot or W/ro Meseret Weldegiorgis**
- **Phone no.: 03444416058**