



JOB VACANCY ANNOUNCEMENT

Job ID: (TRHBHR 105)

Job Title: Senior Regional Health Management Information Systems (HMIS) officers

Category: Health Care

Location: TRHB, Tigray, Ethiopia

Supervised by: HMIS case team coordinator/Developmental planning, monitoring and evaluation directorate

Reports to: Multisectoral response for HIV/AIDS/Project officer

Supervises: Monitoring and Evaluation officers, HMIS supporters

Employment Type: Contract

Number required: 2(two)

Salary: Negotiable

JOB SUMMARY

Under the guidance of Tigray Regional Health Bureau, Developmental Planning, monitoring and evaluation directorate and its HMIS case team, the HMIS officers 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, capacity building of M&E staff, data quality assurance and improvement, performance monitoring, reporting and Computer trouble shooting.

MAJOR DUTIES AND RESPONSIBILITIES:

Under the supervision of TRHB, Developmental Planning, monitoring and evaluation directorate director and HMIS case coordinator, **the Senior Regional HMIS Officer** will have the following duties and responsibilities:

- 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

- Provide technical assistance to the implementation of the national Woreda Based/M&E plan
- Ensure that data collection, record keeping and timely data transmission are properly organized and carried out by the respective organization and facilities.
- Supervise on a regular basis, together with national, regional, woreda officers in the geographic area of competence, ensuring that they carry out proper M&E and reporting activities.
- Organize and implement relevant training of staff to address shortfalls in the implementation and data collection process
- Evaluate the progress of the implementation and prepare result based progress reports in coordination with local staff
- Ensure the implementation of appropriate HMIS, eHMIS, EMR and HRIS policies, processes and systems are in place
- Support RHB in conducting regular source document DQA, and follow up quality improvement plan with site staff involvement in data collection
- Consolidate and produce narrative reports on measurement indicators and achievement of results
- Implement and/or Re-initiating the EMR, EMR-HIV, EHMIS/PHEM and HRIS for already implemented or new sites;
- Follow-up, Mentor, and supervise the proper utilization of the software (EMR, EMR-HIV, HRIS, EHMIS/PHEM, CHIS) in each site;
- Support RHB to closely follow the regular updating of electronic databases at all levels supported by the regional office.
- Identify and report new requirements demanded from the health institutes, high level



- Hard ware and software problem happening to immediate supervisor as well as also the concerned body on time;
- 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
- Provide technical assistance to the RHB to develop a system of M&E mentorship and mentorship tools including checklists, feedback and reporting templates
- Ensure that internal and external M&E Mentorships are properly conducted by government Mentors according to the plan; reports are sent to higher level and archived at the Mentee and Mentor organizations
- Develop and implement mechanisms for documentation, collection and timely submission of PEPFAR required non HMIS MER indicators
- Support RHB in the generation, review and submission and use of MER indicators through DATIM
- Train on HMIS, EMR, EMR-HIV, EHMIS/PHEM, CHIS, HRIS and other M&E products
- Responsible for TenaCareIVR reporting, training and troubleshooting
- Train on data use and analysis
- Be familiar with statistical packages
- Ensure availability of M&E staff/Data Clerks and support in the recruitment and in training of newly hired M&E staffs
- Control and discipline employee workers under her/his supervision.
- Prepare the plan and budget of the department/unit.
- Evaluate the performance of employees under his supervision.
- Prepare performance report under his supervision.
- Perform other duties assigned by the immediate supervisor.

JOB REQUIREMENTS:

- MSc Degree in Epidemiology; Biostatistics; Health informatics, M&E; Master's in Public Health, or related field



- Minimum of 5 years of related work experience
- Acquainted with M&E/HMIS system, eHMIS, EMR, EMR-HIV, HRIS
- Excellent computer knowledge with ability to use the MS office application and analytic tools and databases including Epi-Info, SPSS and SQL
- Ability to establish and maintain excellent work relationship
- Strong interpersonal communication skills
- Proficiency in written and spoken English.
- Basic computer knowledge with ability to use the MS office application.
- Certificate of training in eHMIS, EMR, EMR-HIV is advantage
- Work experience with governmental and/or non-governmental organization in eHMIS, EMR, EMR-HIV 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**