



Employment Opportunity

Background

The Infectious Diseases Institute (IDI) is a Ugandan not-for-profit organization whose mission is to strengthen health systems in Africa, with strong emphasis on infectious diseases, through research and capacity development. IDI has six operational areas through which it works to achieve its mission: Prevention, Care and Treatment; Training, Research, Laboratory services (including the CAP-certified IDI Core Lab & Translational Lab), Global Health Security and Health System Strengthening.

IDI has received a five-year transition award entitled USAID Local Partner Health Services-TB Activity. The purpose of the Award is to increase TB case detection and treatment success in Uganda to 90% of all cases and thus contribute to substantial reduction of Uganda's TB burden by 2026. IDI will work through technical assistance to the national TB Program in the three districts of Kampala, Mukono and Wakiso and Regional Referral Hospitals to increase availability, accessibility and utilization of integrated TB/HIV and MDR-TB services.

NB: Current IDI staff and those working with USAID Defeat TB Project that meet the requirements are encouraged to apply.

In order to contribute to achievement of the above objectives, IDI wishes to recruit a motivated and competent individual to fill the vacancy below:

Job Title : **Monitoring and Evaluation Officer**
Vacancy Code : **MEOX001**
Classification : **Full Time**
Reporting : **Monitoring, Evaluation and Learning Specialist**
Duty Station : **Kampala**

General Summary

The MEL Officer shall head the data management section of LPHS-TB Activity. The MEL Officer will provide overall management of data, oversight of documentation within the facilities, mentorship of health facility and district staff in capturing and management of HMIS data in line with current national and USG guidelines. S/he will collaboratively work district biostatisticians to provide technical oversight of data teams and health facility teams to ensure generation and maintenance of high quality data that informs TB and TB-HIV service planning and implementation efforts.



Role & Responsibilities

- Propose and implement methods to enhance the quality of data collected by the district health information teams and project data officers.
- Propose and implement enhancements to data management system to meet the project objectives
- Carry out data analysis from the database and provide relevant reports.
- Perform routine backups and ensure security of data captured into the project HMIS & other electronic databases.
- Acts as the point person for all data related requests and ensure that users' data needs are satisfied.
- Train appropriate staff at partner facilities and the district on how to collect and manage data
- Provide on-going support to ensure quality of data gathered.
- Ensure completeness, accuracy and consistency of data entered into the project data management system, hybrid and DHIS2
- Produce and distribute reports and summaries of data for project reporting and other purposes
- Perform analysis and interpretation of data as & when required for project requirements.
- Liaises with the project M&E team and key stakeholders to ensure timely preparation of periodic reports and data summaries.
- Any other duties as may reasonably be assigned from time to time.

Desirable Skills & Qualities

- At least 5 years' experience in data management.
- Experience in navigation of DHIS2 and USG data requirements.
- Previous experience in supporting busy TB, TB/HIV district data systems is an added advantage
- Good interpersonal skills and is able to work in teams.

Educational requirements

- Bachelor's degree in Statistics, Quantitative Economics, IT or relevant field
- Additional training in data management packages is an added advantage

Candidates that meet the above criteria and have what it takes to excel in this position should send their CVs, including details of email address, present position, current remuneration, Certificate/testimonials and address of three (3) Referees plus telephone contact to the stipulated email address not later than **7th, December 2021**. Please follow this link <https://idi.mak.ac.ug/hrms> to apply for the position above.



Key Notes:

1. *IDI is an equal opportunity employer and does not charge a recruitment fee or any other fees at any stage of the recruitment process.*
2. *Internal candidates who meet the required specifications and have worked with IDI for a period of at least one year will be given priority.*
3. *Make sure that your application letter, CV and certificates are attached as one PDF document.*
4. *Indicate the Vacancy Code as the subject line of your email.*
5. *Please note that if you DO NOT indicate the vacancy code as instructed above, your application will not be considered.*
6. *Any form of canvassing will lead to automatic disqualification.*
7. *Only shortlisted candidates will be contacted.*

The Senior Human Resource Manager

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