



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.

In order to contribute to achievement of the above objectives, IDI wishes to recruit a motivated and competent individual for the position of Records Clerk as indicated to fill the vacancy below:

Job Title	: Records Clerk (2)
Vacancy Code	: RCKHPX001
Classification	: Full - Time
Reporting	: Data Officer
Duty Station	: Kampala

General Summary

The Records Clerk will support entry of patient level data into electronic and paper-based systems to ensure establishment of high quality medical records at supported health facilities.

Role & Responsibilities

- Provide mentorship and training support to build capacity of facility teams to generate and maintain high quality patient data using standard HMIS tools.
- Maintain up-to-date electronic medical records for all HIV/AIDS patients and generate real time on-site reports from facility databases.
- Maintain high quality paper-based medical records including registers, HIV care cards, clinical notes, test results and medical reports for all patients in care.
- Support safe storage of client medical records and promote patient confidentiality at all times.
- Establish systems that allow for easy retrieval and archiving of patient files within facility records rooms.
- Participate in facility performance monitoring initiatives and routine data use activities to continuously guide implementation of key project activities.
- Work with health facility teams to conduct regular data quality assessments, and to implement and document data quality improvement activities.
- Support facility data teams to compile and submit accurate HMIS and programmatic reports according to the set project, donor and Ministry of Health reporting timelines.



- Any other duties as may reasonably be assigned from time to time.

Desirable Skills & Qualities

- Up to date technical knowledge of the national Health Management Information System
- Good communication, leadership, organization and management skills
- Understands client confidentiality and exhibits high level of ethical conduct
- Has basic computer literacy including word processing, excel, internet and power point
- Experience in using information systems including Uganda EMR and DHIS2

Educational requirements

- Diploma in Information Science and Technology or Records Management
- Strong computer skills are 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 **30th, November 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

Infectious Diseases Institute — IDI Knowledge Centre, Makerere University Main Campus
College of Health Sciences, Makerere University
P.O. Box 22418, Kampala, Uganda