

**THE UNITED REPUBLIC OF TANZANIA
PRESIDENT'S OFFICE
REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT
MVOMERO DISTRICT COUNCIL
(All letter should be addressed to District Executive Director)**

Tel. No. 023 – 261 3223
Fax No. 023 – 261 3007

In reply please quote:



*District Executive Directors Office,
Mvomero District Council,
P. O. Box 663,
MOROGORO.*

Ref. No. MVDC/A.30/46/71

Date : 16th October, 2018

VACANCY ANNOUNCEMENT.

Mvomero District Council is working with USAID Boresha Afya Southern Zone to increase access to high quality, comprehensive and integrated health service to communities that serves especialy women and youth.

Mvomero District Executive Director through USAID Boresha Afya Southern Zone seeks to recruit qualified individual to fill the following position:-

JOB TITLE: District Data Officer

MAIN RESPONSIBILITIES:

- Supervise, coordinate and provide technical suport to the assigned health facilities, Data Clerks on data collection, compilation and analysis.
- Ensure all projects; daily, monthly, quarterly, semi-annual and annual reports are of high quality and are produced and submitted on time and entered into ProMIS, DATIM, DHIS2 and IPRS.
- Collect and analyse PMTCT, C&T, CECAP, Gender, FP, TB, TB/HIV, HTS and CBHS data from sub rantees.
- Work in collaboration with R/CHMTs, HMIS unit and health facilities, HCWs and CSOs to ensure smooth cooordination of all monitoring and evaluation activities.
- Ensure availability of tools at the health facilities and respective CSOs within the assigned district(s.)

- Provide data entry support to CHMTs into the DHIS2 including conducting data reviews and validations at health facilities and district levels.
- Provide all the necessary support and assistance on data requests at health facilities/district (s) levels to USAID Boresha Afya – Southern Zone’s program staff.
- Ensure all Data Clerks conduct weekly and monthly tracking of all HIV positive clients from all testing points at health facility level.
- Ensure there is proper documentation of the identified clients for easy tracking.
- Actively participate in all QI related activities and ensuring provision of accurate data on monitored indicators by the QI team within respective district (s).
- Work with M&E Officers to provide database support to all electronic sites by ensuring all databases within the district/s have the most current version at all times.
- Provide on job training to CHMT, HCWs, CSOs and data clerks on data entry and report generation including analysis as the need arises.
- Plan and carry out data quality audits in collaboration with the program’s M & E Technical team.
- Ensure all the electronic facilities have entered data into ProDMIS on daily/weekly/monthly basis.
- Track Daily performance of Data Clerks by ensuring their daily reports are submitted weekly to M&E team.
- Develop data input controls, range and logic checks and other data management processes based on input from other team members.
- Train data clerks to develop and implement ad-hoc queries; and provide them with technical assistance in running data cleaning activities.
- Performing any other related duties as assigned by the supervisor from time to time.

MINIMUM REQUIREMENTS:

- Diploma in Statistics, Health Informatics, Monitoring and Evaluation or any related field; a Degree level will be an added advantage.
- Ability to use any statistical analysis software (i.e. STATA, SPSS etc);
- Proven computer skills and strong knowledge of MS Office applications especially Excel

- Working experience in data management/Monitoring and Evaluation;
- Good experience of HMIS tools, CTC2 database and DHIS2;

Application process:

To apply please indicate the position title on the envelope. Eg. **District data officers.**
All applications should also include an up-to-date CV with three contactable professional references and a cover letter.

The application should be addressed to:

**District Executive Director,
P. O. Box 663,
MOROGORO.**

Kindly to that only shortlisted applicants will be contacted.

Deadline: 22th October, 2018.



**Isabella Kiluma,
Ag. District Executive Director,
Mvomero District Council.**

N. N. MKURUGENZIMTENDAOI
MAMASHAURI YA WILAYA
MVOMERO