

Vacancy Announcement



Local Partner Health Services North & Southwest Activity

Position Title: Monitoring Evaluation And Learning Assistant (9)

PROJECT SUMMARY:

Local Partner Health Services – North & Southwest Activity is implemented by Joint Clinical Research Centre (JCRC) aimed at supporting the continuation of technical assistance for the implementation of a district-based, integrated package of quality HIV/AIDS and TB services to the beneficiary population in the Thirteen districts in Ankole sub-region. The main goal of the activity is to increase the availability, accessibility and utilization of quality, integrated HIV and TB services.

GENERAL POSITION SUMMARY:

Under the direct supervision of the MEL Specialist, the MEL Assistant will be responsible for monitoring and evaluating the function of the project in the respective districts by overseeing data collection, quality, and reporting for the program as guided by the donor.

The incumbent will work towards coordinated and efficient efforts in implementing strong data management processes to measure progress towards the attainment of community, site, district, and targets. Under the leadership of the MEL Specialist, MEL Assistant will work with the cluster team members, the health facility data clerks, to ensure that clean and complete project data is collected weekly, monthly, quarterly, semi-annually, and annually is collected and reported in a timely manner in the respective data management systems. He/she will implement strategies for improved data demand and utilization at the facility and district level for improved program performance.

ESSENTIAL JOB RESPONSIBILITIES:

- Ensure timely and consistent data collection and reporting from all health facilities in appropriate systems with the PEPFAR MER indicators and their data sources into PEPFAR Uganda Data Management System (HIBRID) weekly and monthly donor High-Frequency reporting requirements and MOH into the District Health Information System Ver 2.
- Strengthen health facility data collection, quality, analysis, and use for micro-planning and decision-making, through training and supportive supervision
- Summarize and present performance data to the district teams on weekly, monthly, and quarterly intervals.
- Participating in Quality Improvement meetings at district and facility levels where possible.
- Train, mentor, and coach data clerks health facilities to use, and link EMR, MOH DHIS2, and any other relevant databases to produce PEPFAR-required data for reporting
- Implement strategies for scale-up of patient unique identifiers for patients to inform national scale-up of the program
- Training and support the districts, health sub-districts, and facilities in data management systems, including DHIS2, data entry, generating data queries, data visualizations, pivot tables, DHIS2 data validation rules and analysis, report management, district/facility dashboards, etc.
- Facilitate the interpretation and use of M&E data, through the quarterly district level and facility level review meetings between the project, the district health team and health care workers
- Facilitate implementation of capacity building through workshops and on the job trainings on HMIS strengthening, data collection and reporting, conducting data quality audits and subsequent data quality improvement for districts HMIS/ District Biostatisticians, data clerks and the health workers
- Troubleshoot data-related problems, work to reconcile/clean inconsistencies in weekly, monthly, quarterly data reports from project-supported health facilities in DHIS2, HIBRID and KP/PP combination tracker
- Ensure utilization of standard operating procedures and data collection tools, systems, guidelines by health facility staff and data clerks to ensure harmonized data collection approaches across supported facilities and districts that promote completeness and accuracy.
- Provide technical support to data clerks at the facilities ensure high quality record keeping at health facilities
- Ensure that data collections tools are available at the facilities and of the appropriate latest nationally approved versions.
- Provide technical support to data clerks at the facilities ensure on-time data entries into patient electronic medical records system (EMR).
 - Provide onsite support in the maintenance, troubleshooting of the patient level Electronic Medical Record (EMR)/data bases at the supported sites

- Utilize the approved tools and processes for data visualization and use
- Respond to requests for standard and ad hoc data reports as required in a timely manner
- Work closely with district and facility teams to implement the work plans, focusing on meeting data and analytical needs
- Take Lead on generation of the quarterly district reports
- Support audit tool updates at site level, quality assurance and merging to produce district audit tool
- Support audit tool review meetings at both facility and district level
- Represent JCRC in facility and district technical and programmatic meetings
- Any other duties as assigned by the immediate supervisor.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- The applicant must hold a Bachelor's degree in Statistics, Quantitative Economics, IT or relevant field
- Additional training in data management packages is an added advantage
- A minimum of five years of experience in routine data management at health facility / district level.
- Very good understanding of MOH and PEPFAR data needs, ability to navigate DHIS2 and PEPFAR data management systems.
- Practical experience in updating, analysis and utilizing weekly audit tools.
- Good working knowledge of computers with ability to operate various Microsoft Office processing software, Word, Spreadsheets.
- Efficient, effective verbal and non-verbal communication skills; ability to follow instructions provided in verbal or written format.
- Ability to multi – task effectively, adhere to timelines and teamwork.
- Good numeracy skills. Attention to detail and enjoy alphanumeric data entry.

How to apply: All applications must be addressed to; The Head Human Resources, Joint Clinical Research Centre via jobs@jcrc.org.ug; **The application deadline is Friday 31st October 2025 at 05:00 pm.** Strictly apply only with a cover letter, CV and academic documents combined in **one PDF document labelled with the applicant's name not exceeding 10 pages**, quoting the position in the subject line i.e. **MEL Assistant**. Failure to follow the application procedure will lead to automatic disqualification.

Note: JCRC is an equal opportunity employer. Any attempts of influencing the recruitment process will lead to automatic disqualification.