

Vacancy Announcement



Local Partner Health Services North & Southwest Activity

Position Title: Data Clerks

PROJECT SUMMARY:

Local Partner Health Services – North & Southwest Activity is implemented by Joint Clinical Research Centre 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 Nine districts in Acholi 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:

The data clerk will perform his roles under the leadership of the health unit in-charge. Working as part of the facility team, s/he will assist, in the implementation of strong data management systems of the health unit. The data clerk will work to promote quality data standards at all points of service delivery and ensuring the generation and submission of quality lifesaving HIV/TB data while exercising integrity.

ESSENTIAL JOB RESPONSIBILITIES:

1. Liaise with the different units in-charges of several service delivery points to ensure completeness of data on the patient files, the registers.
2. Working with different health unit's departments in ensuring that timely, accurate, complete and valid data is generated from the respective registers and is submitted to MoH and PEPFAR systems.
3. Receiving and submission of HIV/TB lifesaving related data calls and requests.
4. Update national EMR systems from the paper-based patient's records.
5. Managing and maintaining the electronic data systems which include and not limited to EMR, DHIS2, Prevention tracker, eCBSS, YAPs MIS, TB-INFO, PIRS, CQI by ensuring systems are timely updated with the most current data.
6. Maintains hardcopy and electronic data files and reports in compliance with the program regulations.
7. Strengthen data utilization at facility level by ensuring consistent application of Audit Tools to

identify gaps, inform decision-making, and track progress on key performance indicators.

8. Ensures security of all donor IT equipment and records at the facility.
9. Maintains the highest standards of data quality by comparing the data entered with various source documents.
10. Clean all the program data entered into the various databases in line with the guidelines / principles as detailed in data quality protocols.
11. Participate in the facility quality improvement activities which may include collecting/ summarizing data, entry and analysis to inform progress of quality improvement interventions.
12. Assist health care workers at the designated facilities in data quality assurance as stipulated in the standard operating procedures and job aides.
13. Skill health workers in using various EMR systems and databases to improve the life of patients.
14. Ensures that patient level data is securely and regularly backed up, both at the site and off site.
15. Any other duties as per project demands

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- Bachelor's Degree in Statistics, Quantitative Economics, Population Studies/Demography, or another related field.
- At least one-year experience with UgandaEMR, PIRS, DHIS2 and other MOH/PEPFAR data capture systems.
- Practical experience in updating, analysis and utilizing weekly audit tools.
- Good working knowledge of computers with ability to operate various MS Applications – Word, Excel & Power-point
- Efficient and 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, Plot 101 Lubowa Campus off Entebbe Road, P.O Box 10005, Kampala-Uganda. Email: jobs@jrc.org.ug **The application deadline is Tuesday, 25th November 2025 at 05:00 pm.** Strictly two documents combined in one PDF are required (Application letter and CV not exceeding 6 pages).

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