

# Vacancy Announcement



## Local Partner Health Services - North and Southwest

### Position Title: DATA CLERKS -11 Positions based in Lango

#### **ACTIVITY SUMMARY:**

Local Partner Health Services – North and Southwest is a two-year Activity implemented by Joint Clinical Research Centre (JCRC) and funded by the US Department of State. The Activity is aimed at supporting the provision of life saving HIV/TB activities, Malaria prevention & treatment, Maternal & Child health including global health security across four regions of Lango, Acholi, Kigezi and Ankole. The Activity delivers this support using district-based, integrated quality packages for critical lifesaving health services for HIV/AIDS and TB, Malaria, MCH and Global Health Security.

#### **GENERAL POSITION SUMMARY:**

The Data clerk performs 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 quality maintenance 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 accurate, complete, reliable and valid data while exercising integrity.

#### **ESSENTIAL JOB RESPONSIBILITIES:**

- Liaise with the different units in-charge of several service delivery points to ensure completeness of data on the patient files, the registers (ANC, Maternity, Post-natal, Exposed Infant Register, HCT register, Laboratory registers, Nutrition, TB registers, Pre-ART and ART registers, OPD & IPD Registers, Child Register) are complete.
- 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 by verifying all data before submission.
- Analyze the monthly summary statistics for key program indicators and compile reports for distribution to inform QI team at health facility.
- Managing and maintaining the electronic data systems which include and not limited to EMR, DHIS2, by ensuring systems are updated with the most current data.

- Undertake to enter and clean all the program data entered the database in line with the guidelines/principles as detailed in data entry protocols
- Support weekly Project, surveillance and other adhoc reports
- Maintain the highest standards of data quality by comparing the data entered with source documents, or re-enter verified data.
- Participate in the facility quality improvement activities which may include collecting/summarizing data and analyzing to inform progress for quality improvement interventions.
- Utilizes computerized data entry equipment and file maintenance programs to enter, store and/or retrieve information as requested or otherwise necessary and summarize data in preparation of standardized reports
- Routine update of facility QI Journals and work with the facility clinical teams to update the Audit tools (HEI, CALHIV, Adult and NS)
- Assist health care workers at the designated facilities in data quality assurance as stipulated in the standard operating procedures and job aides
- Ensures that patient level data is securely and regularly backed up, both at the site and off site.
- Maintains hardcopy and electronic data files and reports in compliance with the program regulations.
- Receiving and dealing with enquiries and requests relating to data needs
- Perform any other duties as assigned by the supervisor.

#### **QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:**

- The ideal candidate must possess a minimum of a Bachelors' degree in Statistics, Medical Records, Computer Science or related field.
- MUST BE Computer Literate and with acceptable minimum speed for data entry
- Minimum of 2 years' experience in handling medical records
- Previous experience of working with international NGOs, MOH, and public health facilities will be an advantage.
- Ability to work independently with minimal supervision
- Practical experience in working with routine health information systems at the facility, district or national level
- Practical Knowledge in the Uganda Electronic Medical Records (Uganda EMR], and DHIS2 data entry will be an added advantage

#### **How to apply:**

**All applications must be addressed to;** The Head Human Resource at Joint Clinical Research Centre, Plot 101 Lubowa Campus off Entebbe Road, P.O Box 10005, Kampala-Uganda. **Email:** [jobs@jcrc.org.ug](mailto:jobs@jcrc.org.ug) **The application deadline is Tuesday, 9<sup>th</sup> December 2025 at 05:00 pm.** Strictly two documents combined in one PDF are required (Application letter and CV not exceeding 6 pages) Please include the Position title in the Email Subject line. Note: JCRC is an equal opportunity employer. Any attempts to influence the recruitment process will lead to automatic disqualification.