

Vacancy Announcement



Local Partner Health Services North & Southwest Activity

Position Title: Data Clerk: Kiruhura Dist. (1), Mbarara District (1), Kazo Dist. (2), Sheema (1), Buhweju Dist. (2),

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:

The Data clerk will perform his or her roles under the leadership of the health unit In-charge/ District Health Office. 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:

- Liaise with the different units In-Charges of several service delivery points to ensure completeness of data on the patient files, the registers.
- Working with different health units' departments in ensuring that timely, accurate, complete and valid data is generated from the respective registers and is submitted to MoH and PEPFAR systems.
- Receiving and submission of HIV/TB lifesaving-related data calls and requests.
- Update national EMR systems from the paper-based patient's records.
- Managing and maintaining the electronic data systems, which include and not limited to EMR, DHIS2, Prevention tracker, eCBSS, YAPs MIS, PIRS, CQI by ensuring systems are timely updated with the most current data.
- Maintains hardcopy and electronic data files and reports in compliance with the program regulations.
- Ensures security of all donor IT equipment and records at the facility.
- Maintains the highest standards of data quality by comparing the data entered with various source documents.
- Clean all the program data entered into the various databases in line with the guidelines/principles as detailed in data quality protocols.
- Participate in the facility quality improvement activities, which may include collecting/summarizing data, entry and analysis to inform progress of quality improvement interventions.
- Assist health care workers at the designated facilities in data quality assurance as stipulated in the standard operating procedures and job aides.
- Skill health workers in using various EMR systems and databases to improve the lives of patients.
- Ensures that patient-level data is securely and regularly backed up, both at the site and off-site.
- Updates all facility audit tools and supports the facility to review data for decision making using data boards.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- Bachelor's degree in Statistics, Quantitative Economics, Population Studies/Demography, or another related field.
- Experience working in data management for MOH and PEPFAR systems.
- Practical experience in updating, analysing and utilising weekly audit tools.
- Good working knowledge of computers with the ability to operate various Microsoft word-processing software, spreadsheets.
- Efficient and effective verbal and non-verbal communication skills; ability to follow instructions provided in verbal or written format.
- Ability to multitask effectively, adhere to timelines and teamwork and good numeracy skills.

Vacancy details:

1. Kiruhura District – DHO's Office (1)
2. Kazo District – a) Buremba H.C. III (1); b) Kazo H.C. IV (1)

3. Buhweju District – Karungu H.C. III (2)
4. Mbarara District – Bugamba H.C. IV (1)
5. Sheema District – Kabwohe H.C. IV (1)

How to apply: All applications must be addressed to; The Head Human Resources, Joint Clinical Research Centre via jobs@jerc.org.ug; **The application deadline is Tuesday 7th April 2026 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. Applications with more than one attachment will be rejected by default.**

In your application, **please indicate the district and health facility** where you wish to apply for.
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.