

Vacancy Announcement



America First Global Health Strategy Activity

Position Title: Data Clerk as per the list at the bottom.

PROJECT SUMMARY:

Join the Joint Clinical Research Centre (JCRC) in advancing stronger, integrated health services for facilities and communities across the Acholi, Ankole, Kigezi and Lango regions. With support from the U.S. Government through the Department of State, JCRC implements the America First Global Health Strategy (AFGHS) to help turn quality health information into better services and outcomes.

General Position Summary

We are looking for a detail-oriented and proactive Data Clerk who is passionate about using accurate information to improve health services. Reporting to the Health Facility In-charge, with technical guidance from the MEL Officer/Assistant, you will keep facility data systems accurate, complete, timely, reliable and secure—supporting confident reporting, performance monitoring and continuous service improvement.

Reports to Health Facility In charge

ESSENTIAL JOB RESPONSIBILITIES:

- Work closely with facility teams to maintain complete patient files, registers, e-registers, eAFYA/UGEMR and prevention trackers, achieving at least 95% record completeness and full alignment between source documents and reporting systems.
- Take ownership of verifying, securing facility approval for and submitting weekly, monthly, quarterly, surveillance, stock and ad hoc reports within Ministry of Health and program deadlines.
- Keep EMR/eAFYA, TB-INFO, IRRDs, eCBSS, DHIS2 and the HIV Prevention Tracker current by promptly entering encounters and laboratory results, completing monthly data cleaning, resolving gaps and preventing backlogs.
- Turn data into action by analyzing program indicators and supporting regular performance reviews, data verification, run charts and quality-improvement

follow-up, including timely updates to QI journals and PMTCT, CALHIV and Adult audit tools.

- Champion data quality across service points by coaching teams, tracking corrective actions to closure and upholding high standards of integrity, accuracy, completeness and validity.
- Safeguard confidential information through regular on-site and off-site backups; troubleshoot electronic systems, escalate downtime promptly and clear any backlog once services are restored.
- Contribute flexibly to other priorities assigned by the supervisor in support of the team's goals.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- A bachelor's degree in Statistics, Medical Records, Computer Science or a related field.
- At least two years' experience managing medical records and working with routine health information systems.
- Strong computer and data-entry skills; hands-on knowledge of Uganda EMR/eAFYA, digital registers, the HIV Prevention Tracker and DHIS2 will give you an advantage.
- The initiative to work independently with minimal supervision. Experience with the Ministry of Health or public health facilities is an added advantage.

Vacancies are available in the following locations:

District	Health Facility Name
Buhweju	Engaju H.C. III
Bushenyi	Nyabubare H.C. III
Ibanda	Nyamarebe H.C. III
	Kanywambogo H.C. III
Isingiro	Kikokwa H.C. III
	Kyeirumba H.C. III
	Nyarubungo H.C. III
	Ruborogota H.C. III
Kiruhura	Kanyaryeru / Lake Mburo H.C. III
	Kikatsi H.C. III
	Kiruhura H.C. IV
	Nyakashashara H.C. III
Ntungamo	Kitondo H.C. III
Rubirizi	Kichwamba H.C. III
Sheema	Kyangyenye H.C. III

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 23rd October 2026 at 05:00 pm.** Strictly apply with a cover letter, CV and **certified copies of academic documents** combined in **one PDF document labelled with the applicant's name not exceeding 2 MBs**, quoting the position, district and health facility of preference in the subject line e.g. **Thomas – Data Clerk – Ibanda, Nyamarebe H.C.**
III. 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. Applications submitted after the closing hour will not be considered.