



POSITION REQUIRED: REGIONAL SURVEILLANCE ASSISTANT

The Infectious Diseases Research Collaboration (IDRC) seeks to hire a suitable candidate for the position of a **Regional Surveillance Assistant** to be based in **Gulu district** with frequent travel to malaria reference centers (level III/IV health centers) located in all districts in the Acholi-sub-region.

Job Summary: The successful candidate will directly oversee the smooth running of activities at the malaria reference centers, assist in data entry, supervise Health Information Assistants at respective sites, coordinate timely submission of data from the sites to Kampala and represent IDRC at meetings at the health facilities and district.

Duties and Responsibilities

- Provide support, to staff in malaria reference centers in regard to malaria surveillance including use of OPD register, on site data training and report generation
- On site supervision of health information at the malaria reference centers in regard to malaria surveillance including use of OPD register, on site data training and report generation
- Lead in networking and liaising with the districts and other partners in the area
- Build and maintain effective relationships with the administration and staff of the health facilities where malaria surveillance has been expanded (Malaria Reference centers).
- Ensure use of modified OPD register at the sites and completion of data entry in a timely manner
- Ensure uninterrupted supply of the register and other essential supplies at the sites
- Transmit clean data from the sites in the region to the designate person at the Kampala office
- Ensure HMIS Forms 33b and HMIS Forms 105 are generated and sent to the district health office and Resource Centre, MOH in a timely manner

Key result areas:

1. Management of real time Data entry and transmission to the head office
2. Coordination of Site support (registers & other supplies)
3. Supervision of malaria reference centre staff and activities
4. Relationship and people management and networking

Qualifications and other desirables for the job:

- A Health related Degree or a Bachelor's Degree in Computer Science, Information Technology and or Statistics.
- Must have knowledge of Database management systems and or MS Access and SQL
- Previous work experience of 2 years and above in a research setting/organisation with health centre related activities is an added advantage
- Good interpersonal and communication skills are greatly needed for this job.
- Leadership skills, team building and networking skills are a must have.

How to apply: Typed letters of application together with current CV, 2 reference letters from past employers and copies of academic certificates should be delivered to:

The Human Resource Manager

Infectious Diseases Research Collaboration (IDRC),

P. O Box 7475, Kampala, 2C Nakasero Hill Road **OR**

IDRC Tororo office at the Tororo District Hospital OR

IDRC Mbarara Office opposite Lake View Hotel OR

IDRC Mbale office on Plot 35 Masaba Road OR

IDRC Busia Office at Masafu General Hospital

This advert can also be found on the website www.idrc-uganda.org/careers

Deadline for receiving applications: **16th December 2016**. Only shortlisted candidates will be contacted in less than three weeks after the deadline of this advert