



JOB OPENING: REGIONAL SURVEILLANCE ASSISTANT (3 POSITIONS)

The Infectious Diseases Research Collaboration (IDRC) with support from Malaria Action Plan for Districts (MAPD) seeks to hire 3 suitable candidates for the position of **REGIONAL SURVEILLANCE ASSISTANT** to be based in any of the field offices in Northern, Eastern, Western or Central region of Uganda with frequent travel to sites involved in the Malaria Action Plan for Districts (MAPD) Program.

Duties and Responsibilities

1. Provide support, to all health facilities staff involved in the MAPD program in terms of HMIS strengthening and reporting malaria surveillance data
2. Work as a liaison contact between MAPD Consortium partner (IDRC) and the District Health Management Teams (DHMTs)
3. Work with the DHMT to ensure that there is effective supervision of surveillance work at the health centers and reports are submitted on time.
4. Work with the DHMT and health facility in-charges to ensure that data use meetings are regularly held at the district and the MRCs.
5. Support district biostatisticians in ensuring that malaria normal channel charts are regularly updated
6. Build and maintain effective relationships with the administration and staff of the Malaria Reference Centers (MRCs).
7. Ensure uninterrupted supply of the registers and other essential supplies at districts supported by the MAPD project.
8. Transmit clean data from MRCs to the designated person at the Kampala office
9. Ensure HMIS Forms 033b and HMIS Forms 105 from all health facilities involved in the MAPD program are generated and sent to the district health office and Resource Centre, MOH in a timely manner
10. Work with the Surveillance program team to support implementation of program activities at MRCs.
11. Support MAPD program activities as and when requested.

Key result areas:

1. Organizing and attending Data use meetings at the district health office and at MRCs.
2. Supervision of real time data entry at the MRCs
3. Coordination of Site support (registers & other supplies)
4. Supervision of malaria reference centre staff and activities

Qualifications and other desirables for the job:

1. A Bachelor's Degree in Social Sciences or related Humanities field
2. Must have basic data analytical skills and experience
3. Experience of 2-3 years and above working with District Health Teams or health systems
4. Knowledge of HMIS is an added advantage
5. Good interpersonal and communication skills.
6. Networking skills
7. Ability to ride a motorbike and must have a valid riding licence
8. Integrity and ability to develop a productive working relationship with District Health Teams.
9. Ability to operate in a fast and diverse environment

How to apply:

Typed letters of application together with current CV, plus 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 OR

IDRC Fort portal Office Kagote Division, Kabafumu Road OR

IDRC Jinja Bugembe Office next to Uganda Prisons.

Applications can be submitted to HR@idrc-uganda.org . This advert can also be found on the IDRC website www.idrc-uganda.org and all social media sites.

ADDITIONAL IMPORTANT COMMENTS: Please note that failure to comply with the below will render your application invalid for this process.

1. All applications must be delivered on or before **5:00pm, Friday 22nd December 2017.**
2. All applications must be accompanied by the following at the time of submission:
 - a) Current CV (Use Word or PDF format only for email submissions; photos are not allowed).
 - b) Typed letters of application (Use Word or PDF format only for email submissions; photos are not allowed)
 - c) The contact details of three work related referees
 - d) Copies of academic certificates (Use Word or PDF format only for email submissions; photos are not allowed):
3. If you are applying by mail, PLEASE ENTER YOUR NAME & THE NAME OF THE JOB OPENING IN THE SUBJECT LINE OF YOUR E-MAIL.

4. Submission of incomplete or inaccurate documents will render that applicant ineligible for consideration for the job opening.
5. Applications cannot be amended following submission.
6. PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FURTHER