



### **JOB OPENING: SURVEILLANCE OFFICER (1 POSITION)**

The Infectious Diseases Research Collaboration (IDRC) with support from Malaria Action Plan for Districts (MAPD) seeks to hire a suitable candidate for the position of **SURVEILLANCE OFFICER**. The successful candidate will be based in Kampala with frequent travels to the field offices in Northern, Eastern, Western and Central region of Uganda and to sites involved in the Malaria Action Plan for Districts (MAPD) Program.

#### **Duties and Responsibilities**

1. Support the Regional Surveillance Assistants to strengthen HMIS at Health Facility level through training of staff to use and accurately complete the national HMIS tools.
2. Organize and conduct quarterly joint supervision of MRCs with MAPD consortium partners and other players like MOH, PMI, WHO, District Health Teams (DHTs) etc.
3. Organize quarterly meetings with stakeholders to discuss strategy, progress, share, and promote data use.
4. Oversee the collection, completeness and timely delivery of data from MRCs to the head office in Kampala;
5. Together with the Study Coordinator, participate in managing the surveillance database and data quality and assurance program for MRCs and other sites
6. Together with the Data Manager, participate in compiling and analyzing data and sharing weekly and monthly reports on key malaria indicators.
7. Supporting collection and use of high quality malaria surveillance data at the health facility and working with the appropriate health facility and district leaders.
8. Work as a liaison between MAPD Consortium partner (IDRC), MOH and other malaria partners.
9. Take lead in setting up new sites and replicating the MRC model at select districts across the country.
10. Support MAPD program activities as and when requested.

#### **Key result areas**

1. Mentoring and coaching of Regional Surveillance Assistants
2. Setting up of functional and model surveillance sites with best practices
3. Progress reports specifically reports of key malaria indicators
4. Stakeholder engagement and management

**Qualifications and other desirables for the job:**

1. Bachelor's Degree in Medicine or a health related degree and a Masters Degree in Public Health/Medicine and or Clinical Epidemiology is an added advantage.
2. Good knowledge of HMIS, DHIS II and health systems in Uganda
3. At least 3 years work experience in a similar setting and or prior experience working with the Uganda Ministry of Health.
4. Good computer skills especially with database management and other Microsoft programs for data analysis is an added advantage.
5. Good communication, interpersonal skills and networking skills
6. Integrity and ability to develop a productive working relationship with District Health Teams.
7. 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](mailto:HR@idrc-uganda.org) . This advert can also be found on the IDRC website [www.idrc-uganda.org](http://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 22<sup>nd</sup> 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.