



JOB OPENING: REGIONAL SURVEILLANCE ASSISTANT (3 POSITIONS)

The Infectious Diseases Research Collaboration (IDRC) seeks to hire three 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.

Duties and Responsibilities

1. Provide support, to staff in malaria reference centers in regard to malaria surveillance including use of OPD registers, on site data training and report generation
2. Work as a liaison contact between IDRC and the District Health Teams (DHTs)
3. Work with the DHT to ensure that there is effective supervision of surveillance work at the health centers and reports are submitted on time.
4. Work with the DHT and the MRC in-charges to ensure that data use meetings are regularly held at the district and the MRCs.
5. Ensure 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 register and other essential supplies at the sites
8. Transmit clean data from MRCs to the designate person at the Kampala office
9. Ensure HMIS Forms 033b 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. Ensuring that data use meetings are held at the district health office and at MRCs.
2. Supervision of real time data entry at the MRCs by Health Information Assistants and timely submission to the District biostatistician and the IDRC head office
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 Computer Science, Information Technology and or Statistics.
2. Must have knowledge of Database management systems and or MS Access and SQL
3. Experience of 2 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. Team building and 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, 2 reference letters from past or immediate supervisors/employers plus copies of academic certificates should be delivered to:

The Human Resource Manager

Infectious Diseases Research Collaboration (IDRC),
Plot 2C, Nakasero Hill Road next to Uganda Blood Bank.

P. O Box 7475, Kampala, Uganda

Email: HR@idrc-uganda.org

OR you can submit your application to any of the following IDRC field offices:

IDRC Tororo Office at the Tororo District Hospital

IDRC Mbarara Office Opposite Lake View Hotel

IDRC Mbale Office on Plot 35 Masaba Road

IDRC Busia Office at Masafu General Hospital

IDRC Fort portal Office Kagote Division, Kabafumu Road

IDRC Jinja Bugembe Office next to Uganda Prisons

Deadline for receiving applications is 12th July 2017. Only short listed candidates will be contacted.