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| **TITLE:**  Health & HIS officer | | |
| **TEAM/PROGRAMME: Health** | **LOCATION: Port Sudan - CO** | |
| **GRADE**: NAT 4 | **CONTRACT LENGTH:**  ***12 Month*** | |
| Level 3: The role holder will have less contact with children and/or young people either frequently (e.g. once a month or less) because they work in country programmes, are visiting country programs or because they are responsible for implementing the police checking/vetting process staff.  As part of these responsibilities the post holder will support the establishment of child safeguarding systems, promote a culture of keeping children safe, and ensure that potential harm to children (by our own staff and/or as a result of how we do our work) is identified and addressed on an ongoing basis. The post holder should report and respond to interventions as determined by position related responsibilities identified in the Child Safeguarding Policy. | | |
| **Job ROLE:**  The health and HIS officer work directly with the health information manager in country office on a daily data management for efficient and timely submission of accurate reports on the health and nutrition online reporting system. and confirm quality and completeness of data S/he submits reports regularly (e.g. weekly. Fortnightly, monthly and quarterly).  The health &HIS officer (HHIS) is under the lead of the HIS manager, responsible for the establishment of an health Information Management System (HIMS) in their location of work, to ensure the implementation of quality tools for the health and nutrition program in Sudan.  promote the use of standard forms for health and nutrition, and in coordination with the Head of health program make sure that standard forms are adapted as necessary for local context. The health and HHIS will prepare for the implementation of adequate health information management systems; develop a paper based on Excel, or online reporting form that will be used, until the technical and financial capacity is developed to implement the health and nutrition database.  S/he play a key-role in the daily supervision and support to health and nutrition officer in the use of paper-based forms for the documentation of all report. | | |
| **SCOPE OF ROLE:**  **Training and capacity building**   * Support the Preparation and delivery of technical trainings at field level on Data management, provide coaching and technical support to the IMS teams. * Apply learning in daily work and share with field-based staff where possible to become a resource for quality monitoring and an advocate and implementer of effective and appropriate data and information management * Provide training and hands-on capacity building to data entries and case management teams on relevant IMS and digital documentation tools and paper based forms, where in use.   **Data managements and reporting**   * Participate in designing in all online and offline data collection tools and maintain online system that can ensure timely submission of health and nutrition data by field teams for CO level reporting. * Provide the technical advises to data collectors at field level to ensure the good quality of the reports. * Compile, Analise and present the data for health and nutrition program on monthly basis (2nd of each month) to the direct supervisor. * Insure submission health and nutrition weekly operation update * To generate monthly graphic report for all health and nutrition activities and document them in Dashboard * To generate monthly donor indicator, report to ensure good progression of health and nutrition * To produce monthly report to donor according to their specified indicators. * Conduct regular supervisory visits to the field to monitor and evaluate the performance of health and nutrition related staff and to provide technical support and on job trainings regarding data. * To provide mapping and demographic data for all project impact areas. (GIS) * Coordinate and help in data entry and analysis for any health and nutrition survey, assessment and research carried out. * Ensure proper documentation hard copies and soft copies for all health and nutrition programs statistical reports and activities. * Support in providing any information needed by member offices on health and nutrition through line manager. * Support on explaining to staff the method of data entry in online database | | |
| **KEY AREAS OF ACCOUNTABILITY: *(4-6 over-arching statements, each with supporting comments as bullet points These should be specific things that the individual will be expected to do)***  ***This section should contain the end results required for the role. They should identify what the Post holder do and why but NOT how. Give example*** | | |
| **SKILLS AND BEHAVIOURS (SCI Values in Practice**)  **Accountability:**   * Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values.   **Ambition:**   * Sets ambitious and challenging goals for themselves, takes responsibility for their own personal development and encourages others to do the same. * Widely shares their personal vision for Save the Children, engages and motivates others.   **Collaboration:**   * Builds and maintains effective relationships, with their team, colleagues and with relevant external partners. * Approachable, good listener, easy to talk to.   **Creativity:** Develops and encourages new and innovative solutions   * Willing to take disciplined risks.   **Integrity:** honest, encourages openness and transparency; demonstrates highest levels of integrity | | |
| **QUALIFICATIONS**   * Minimum bachelor’s degree of applied statistic studies, or public health * Minimum 2-4 years’ experience in statistical management and data analysis * Have computer skills * Must be fluent in written and spoken Arabic and English. * Excellent proficiency in computer usage, particularly with MS Excel and MS Access. * Must be aware of most of the statistical software (Power Bi, SPSS, CSPIRO, epi- info, Kobo toolbox…etc.) * Knowledge in IMS Database management, data analysis and dashboard * Self-motivated with good interpersonal and diplomacy skills and an ability to negotiate. * Knowledge of health implementing programmes. * Ability to work independently, within specific deadlines, on multiple tasks.   Willingness to learn and develop, including highly motivated learn and grow | | |
| EXPERIENCE AND SKILLS   1. Have computer skills 2. Must be aware of all statistical software (Power Bi, SPSS, CSPIRO, epi- info, Kobo toolbox…etc.) | | |
| **Additional job responsibilities**  The job duties and responsibilities as set out above are not exhaustive and the post holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | | |
| **Child Safeguarding:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | | |
| **Safeguarding our Staff:**  The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy. | | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | | |
| **JD written by: Adam Yahia Abdalla** | | **Date:** |
| **JD agreed by: Faiha Mohammed** | | **Date:** |
| **Updated By:** | | **Date:** |
| **Evaluated:** | | **Date:** |