

MEDICAL CARE DEVELOPMENT, INC
International Division
8401 Colesville Road, Suite 425
Silver Spring, Maryland 20910, USA
Phone: (301) 562-1920
Fax: (301) 562-1921



Position Announcement
HIS Officer under the
Bioko Island Malaria Control Project (BIMCP)

The International Division of Medical Care Development, MCDI was founded in 1977 with the belief that MCD's successful approach to health systems development in the rural United States could be adapted to meet the needs of developing nations. A global non-profit organization, MCDI uses practical, evidence-based and high-impact approaches to strengthen health systems in developing countries. For almost 40 years, MCDI has worked to improve the health of vulnerable populations overseas through integrated, sustainable and locally-driven interventions. MCDI has implemented public health programs in over 40 countries aimed at targeting the world's most vulnerable populations. MCDI collaborates with donors, national governments, the private sector, health agencies, communities and local stakeholders to improve health and save lives in the following areas: malaria control; maternal, neonatal and child health; water, sanitation and hygiene; tuberculosis; HIV/AIDS; and other communicable diseases.

We are currently looking for a Health Information Systems (HIS) to join MCDI's team. The Health Information Systems (HIS) Officer is responsible for supporting the implementation, technical backstopping and coordination of MCDI's monitoring and evaluation activities for the BIMCP/NMCP as they relate to the National Health Information System (NHIS) and Malaria Indicator Survey (MIS). This includes ensuring the timely and accurate processing, basic analysis and dissemination of NHIS data, ensuring maintenance of IT hardware and the backing up of all files, and for training the National Malaria Control Program (NMCP) counterparts in assuming day-to-day operational management responsibilities for the M&E activities of the BIMCP/NMCP. The HIS Officer will also be responsible for overseeing the annual Malaria Indicator Survey, in collaboration with an MIS Consultant. The Consultant will conduct the training of enumerators, and assist the HIS Officer in how to plan and implement the survey. HIS Officer will be responsible for the daily cleaning and dissemination of the MIS data.

Essential Job Functions:

Some of the Health Information Systems Officer's key responsibilities include:

- Assume primary responsibility for supporting the National Health Information System, ensuring that data from inpatient, outpatient, ANC and laboratory registers are being collected, entered and processed in accordance with SOPs and in a timely fashion.
- Train and mentor NMCP, MOHSW and local staff, to enable them to assume expanded roles and an increasing level of responsibility for NHIS activities, while ensuring the quality and completeness of the BIMCP/NMCP NHIS systems and procedures.
- Supervise and support the National Health Information System, ensuring that data from patient, ANC and laboratory registers are being compiled and processed in a routine, accurate and timely fashion.
- Produce monthly and bi-annual Health Information System Reports, based on the existing templates.
- Conduct monthly visits to government health systems to provide feedback and training on their use

of the National Health Information System.

- With backstopping from the home office and an MIS Consultant, plan, organize and oversee the
- implementation of the Annual Malaria Indicator Survey, with a particular focus on field implementation, to include training of survey supervisors and enumerators and survey advance/sampling teams, coordination and supervision of fieldwork, processing and quality control of tablet data on a daily basis, cleaning data, merging data sets, communicating with the MOHSW about the progress of the work, and, together with the M&E Officer, analyzing data (using Access and Excel based survey analysis templates), and producing an Annual Malaria Indicator Survey Report (using MIS Report template).
- Working closely with the Country Director and the M&E Officer, update the BIMCP/NMCP Indicator Dashboard, assuming primary responsibility for producing indicators and data emanating from the Health Information System and annual Malaria Indicator Survey. The indicators will be delivered promptly at dates jointly agreed upon.

Qualifications, Skills and Experience:

- Master's degree in Epidemiology, Bio-Statistics, Statistics, Monitoring and Evaluation and/or Public Health is desirable but not required.
- Minimum 3 years of professional experience related to monitoring and evaluation of health programs, preferably malaria control or other infectious diseases, in a developing country setting.
- Proficient in both spoken and written Spanish preferred, good working knowledge of English.
- Demonstrated knowledge of and experience in working with health information systems.
- Experience in data processing and database management.
- Knowledge in the use of database management software (e.g. MS Access, SQL, SQL-Server and/or other); data analysis software (e.g. STATA, SPSS, R, EPI Info, and/or other) and MS Excel.
- Experience with data analysis, technical report writing, and preparing scientific publications.
- Experience in producing articles for peer-reviewed journals is an advantage.
- Ability to work independently with minimum or no supervision.
- Good interpersonal skills and ability to work effectively in a collaborative team environment.
- Sensitivity to the concerns of the developing world and able to work with local and national authorities and community-based providers from different cultural backgrounds.
- Experience in implementing / managing households surveys (preferably malaria indicator surveys), including training and supervision of enumerators, processing and cleaning of data, merging datasets, and basic data analysis, is an advantage

Projected start date: Immediately
Location: Malabo, Equatorial Guinea

Application Requirements

To apply, please submit:

1. an updated CV,
2. a cover letter, and
3. a completed USAID Biodata Form (1420)
4. a list of 3 references that we may contact

to mcdijobs@mcd.org or mail to MCDI, 8401 Colesville Road, Suite 425, Silver Spring, MD 20910, attention HR. **Position open until filled**

Short listed applicants will be required to take tests to assess writing abilities, computer proficiency, and suitability for the job.