

Title: Data Assistants

Reports to: MEL Officer

Location: Kampala/Wakiso/Mukono, Uganda

Terms: Full Time

Salary/rate: Competitive

Number: 3 positions

Project overview:

Bulamu Healthcare International is a member of the Jhpiego led consortium implementing a five-year Urban Health Activity in Kampala, Mukono and Wakiso with funding from the United States Agency for International Development (USAID). The Activity aims to strengthen urban health systems and improve equitable health outcomes among all urban dwellers by working with districts, municipalities, and the Kampala Capital City Authority to provide quality primary healthcare services. It also focuses on optimizing available resources and enhancing private sector capacity to ensure sustainable improvements in health outcomes and a more resilient urban healthcare system. The Activity will address poor quality of care, congestion in public health facilities, uncoordinated referral system, weak community and surveillance structures, limited private sector capacity, and gaps in enabling environment results in poor health outcomes. The project's key expected results include the following: improved access to and use of quality, maternal, newborn and child health (MNCH), family planning/reproductive health (FP/RH), nutrition, and malaria services and improved disease outbreak response.

Job Summary

The Data Assistant will work to facilitate the quality implementation of the Urban Health Activity according to projects' design using a measurable results framework. The officer shall conduct initial assessments and regular data collection activities within the district and health facilities. They will assist the MEL Officer in the day to day data collection, analysis and use activities.

Key areas of accountability

- Collect information on progress of each activity of the project being implemented, and enter the information into database platform
- Provide support in establishing and updating an MEAL tracking database in collaboration with other project staff.
- Provide assistance in monitoring, evaluation, accountability and learning data collection, and data delivery to the MEL Officer.
- Assist in analyzing and compiling data to measure the progress and impact of project' activities

- Participate in and coordinate the timely collection and analysis of all program performance data and success stories
- Provide day to day verification of data and ensure all data is reported by the health facilities into DHIS2
- Develop and maintain a data management system using Excel, Access, or other data management and analysis software;
- Develop and maintain database backup and filing systems;
- Undertake visits to the field throughout the project, as needed to support data collection or verify data quality
- Prepare reports of project data, as required for reporting
- Under the supervision of a MEAL Officer, perform other tasks as required.

Qualifications and experience

- Bachelor's degree, Diploma or its equivalent preferably with statistics, statistics, M&E, health informatics.
- Minimum of 1-2 years' experience in MEAL related work.
- Proficiency in Word and Excel and other data analysis packages
- Previous experience in planning, collecting, entering, analyzing and managing data

Technical Skills:

- Proficiency in data entry and management using tools such as Microsoft Excel or Google Sheets.
- Understanding of data quality control procedures and basic data analysis.
- Basic knowledge of healthcare systems and urban health challenges.

Soft Skills:

- Strong interpersonal and communication skills for engaging with diverse urban populations.
- Excellent organizational skills and attention to detail.
- Ability to work both independently and as part of a team in dynamic, fast-paced urban settings.
- Highly developed interpersonal and communication skills
- Written and verbal fluency in English

Other Requirements:

- Willingness to travel within urban program areas.
- Proficiency in local language(s) used within the urban area is an asset.
- Flexibility and adaptability to changing data collection needs or conditions.

Job Application procedure:

Suitably qualified and interested candidates should send their cover letter and CV through email: admin@bulamuhealthcare.org. **Please visit our website:** www.bulamuhealthcare.org for detailed Job Descriptions.

Deadline for applications: January 10, 2025. **Only successful candidates will be contacted**

Note: Bulamu Healthcare is an equal opportunity employer. Any attempt of influencing the recruitment process will lead to automatic disqualification. The public is further strongly advised to avoid fraudsters masquerading to be recruiting on Bulamu Healthcare's behalf using WhatsApp and other unofficial means of communication.