

## STRATEGIC INFORMATION OFFICER

**POSITION SUMMARY:** The Strategic Information Officer is responsible for managing at the regional level all data entry and database-related tasks and queries; reporting regional data to central teams; and developing data analysis presentations for the region. The Strategic Information Officer's responsibilities include electronic data entry and cleaning of the paper forms from field activities, as well as follow-up with health facility registries for referral and linkage tracing and verification, and supportive supervision to outreach workers on Strategic Information issues. S/he will work closely with the other members of the program and Strategic information teams.

### MAJOR ACCOUNTABILITIES

- Ensure timely and complete data entry from paper based sources to electronic sources
- Review completed paper based tools and compare electronic data entries with source documents on a regular basis to verify accuracy of data and make corrections as needed
- Track referral forms and conduct verification with registers and databases at facilities to verify completed referrals and linkage outcomes
- Lead generation of queries and ensure completion of data cleaning activities
- Fix any errors and problems observed in the database, and report any hardware/software malfunctions to central team as needed
- Lead in training new outreach workers on data collection tools, including referrals, reporting and database
- Develop all monthly, quarterly, and other reports on all indicators for submission and review to central team
- Develop data analysis presentations and progress tracking at regional level
- Ensure all team members maintain security of data tools at all times, including protecting the confidentiality of records and data.
- Perform any other duties as assigned by supervisor.

### Required Qualifications, Knowledge and Skills:

- Required Education: Degree or Advanced Diploma in data management, computer science, monitoring & evaluation, statistics, or related field;
- Required Experience: Minimum 3 years' experience with electronic data entry and cleaning with HIV/AIDS programs **including** at least one-year experience supervising other staff.
  - Preferred experience with programming language and database design and development
- Demonstrated familiarity with MOHCDGEC/PEPFAR data systems including DHIS and DATIM



- Excellent speaking, reading, and writing skills in English and Kiswahili
- Excellent computer skills, at minimum with Microsoft Office package including Word, Excel, PowerPoint, and Access
- Ability to maintain confidentiality regarding clients' health status and sensitive information contained in data sources.
- Flexibility to work after normal working hours and weekends at informal gatherings and entertainment centers and travel extensively to remote areas, including islands.
- Ability to interact well with all targeted groups and peer outreach workers by facilitating a non-judgmental, non-discriminatory, and non-stigmatizing environment in the program, to welcome all key and vulnerable population beneficiaries regardless of their background.