



## STRATEGIC INFORMATION ASSISTANT

**POSITION SUMMARY:** The Strategic Information Assistant is responsible to conduct electronic data entry and cleaning of the paper forms from field activities; follow-up with health facility registries for referral and linkage tracing and verification; participate in data cleaning and analysis activities, and participate in 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

#### Specific responsibilities and duties:

- Conduct timely and complete data entry from paper based sources to electronic sources
- Compare data entered with source documents to verify accuracy of data and detect and correct errors
- Track referral forms and conduct verification with registers and databases at facilities
- Participate in generation of queries and data cleaning activities
- Inform supervisor of any problems or errors observed in the database and detect any hardware and software malfunctions and notify supervisor
- Assist in training new outreach workers on data collection tools, including referrals, reporting and database
- Assist in development of monthly, quarterly, and other reports on all indicators for submission and review by supervisors
- Assist in development of data analysis presentations and progress tracking at regional level
- 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 qualification, Knowledge and skills:

- Required Education: Degree, Advanced Diploma or Certificate in data management, computer science, monitoring & evaluation, statistics, or related field;
- Required Experience: Minimum 1 year experience with electronic data entry and cleaning
  - Preferred experience with HIV/AIDS programs
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- Preferred familiarity with MOHCDGEC/PEPFAR data systems including DHIS and DATIM
- 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
- Must be a Tanzanian Citizen; preference given to candidates already living in the job location region.