



JOB ADVERTISEMENT

BHI DIGITAL ASSISTANT POSITION (MINISTRY OF HEALTH, SECRETARIAT JUBA)

VACANCY REF NO. SS BHI DIGITAL ASSISTANT (MAL1035819)

Organisational background

Established in 2003, Malaria Consortium is one of the world's leading non-profit organisations specialising in the comprehensive prevention, control, and treatment of malaria and other communicable diseases among vulnerable and under privileged populations. Malaria Consortium work on malaria is being increasingly integrated with other similar public health interventions for greater impact and therefore expanding our remit to include maternal, newborn and child health and neglected tropical disease interventions.

We work in Africa and Asia with communities, governments, academic institutions, and local and international organisations, to ensure effective delivery of services, which are supported by strong evidence.

Our areas of expertise include:

- disease prevention, diagnosis, and treatment
- disease control and elimination
- systems strengthening
- research, monitoring and evaluation leading to best practice.
- behaviour change communication.
- national and international advocacy and policy development.

Country and project background

Malaria Consortium South Sudan has its main office in Juba. In the FY2018, South Sudan had an annual programme value of nearly \$5M and 100 staff members. Its programme areas include Boma Health Initiative, nutrition for children under five years of age, health systems management, and LLIN mass distribution. Malaria Consortium has previously engaged in the control of neglected tropical diseases and expects to rebuild this portfolio.

The Essential Health Services Project (EHSP) is funded by UNICEF and aims to support the Government of South Sudan in reducing maternal and infant mortality through the delivery of low cost, high impact essential health services to about 2 million of the population living in the former Upper Nile and Jonglei States. The EHSP is based on a county model, whereby support is provided to the county health departments for the delivery of Primary Health Care services, health system strengthening and strengthening of community ownership. Malaria Consortium is supporting the county health departments in Upper Nile lot 5 Nasir and Ulang Counties and Jonglei lot 7 Nyirol and Uror counties to roll out the Boma Health Initiative the Government of South Sudan newly adopted community health strategy to reach communities with the Basic Package of Health and Nutrition Services which is funded by UNICEF.



South Sudan newly adopted community health strategy to reach communities with the Basic Package of Health and Nutrition Services which is funded by UNICEF.

Malaria Consortium Seeks to Recruit: -

Job Title: BHI digital Assistant
Location: Ministry of Health, BHI Secretariat Juba
Department: Technical
Reports To: M&E Coordinator
Direct Reports: None
Indirect Reports: None
Travel involved: None.
Contract Period: 9 months.
Closing date: Closing Date 11th September 2024 at 5:30 PM



Job purpose

The BHI digital assistant will be based in Directorate of Primary Care, BHI Secretariat office for four days a week and work from MC Juba officer one day week. The BHI digital assistant oversees technological aspects of BHI digital activities at Juba, state, and county levels. Postholder is responsible for planning, implementation, troubleshooting, upgradation, reporting and coordination with Juba, state, and county level stakeholders.

Scope of work

The role of BHI digital assistant is to ensure quality implementation, configuration, troubleshooting, development, upgradation, and management of BHI Digital tool at the Juba, state, and county level. The Postholder will provides training to others team in MOH. The role will ensure system upgradation and trouble shooting. Postholder will interacts with the MOH, and SMOH to keeps them updated on the progress of the program, joint planning and ensures implementation of the planned activities.

Key working relationships

Internal: Interacts with; Logistics staff, Finance, programme departments staff, and IT department.

External: Interacts with HISP Tanzania, directorate of policy, planning, budget, research, monitoring and evaluation, BHI secretariate, HMIS department, WHO and UNICEF.

Key accountabilities

The successful candidate will be responsible for the following duties:

System Configuration & Administration 30%

- Develop and maintain programs, indicators, workflows, and analytics in DHIS2 for BHI digital project, across program areas and for global metrics.
- Create and maintain assigned data integrations with third-party applications and/or custom tools for BHI digital tool, DHIS2 and Power BI.
- Liaise with support services from HISP Tanzania (BHI digital tool) for any advanced configuration needs.



System Planning & Development 30%

- Work with Director for HMIS and Vital Statistics and program leaders to plan for the use of BHI digital tool for current and future programs and identify priority use cases for the upcoming expansion based on strategic objectives and opportunities.
- Analyse system resource needs for current and future uses and developments.
- Support the system development efforts, including drafting system requirements, specifications, and implementation timelines for project specific BHI digital use cases.
- Utilize analytics tools to track usage metrics of the BHI digital, DHIS2 system and identify patterns and areas for improvement.

Dashboard and Report Design and Management 10%

- Work with staff to identify, develop, and update project-specific dashboards and produce reports in both DHIS2 and Power BI, as needed.
- Maintain the existing set of operations and reports in DHIS2, Power BI, and respond to staff requests for modifications and new reports.

User Support & Training 10%

- Work with the M&E coordinator to facilitate staff to utilize the BHI digital tool system effectively, building on materials already developed by BHI digital tool.
- Support the development and implementation of training materials for any project specific BHI digital applications.
- Provide ongoing technical support to end-users and assist with system-related inquiries.
- Develop and maintain user documentation and conduct training sessions as needed.
- May be asked to travel nationally to support training.

System Management & Maintenance 10%

- Configure, monitor, and maintain the DHIS2 platform to ensure optimal performance.
- Manage user accounts and data access as identified by program staff in accordance with Global IS procedures.
- Monitor the ongoing development of the DHIS2 software and liaise with BHI digital support resources to ensure implementation of system updates, patches, and enhancements as required.
- Work with BHI digital Systems support resources to troubleshoot and resolve technical issues in a timely manner.

Security & Compliance 10%

- Work with Systems & Applications staff to ensure BHI digital and DHIS2 system use is compliant with Malaria Consortium Data Security policies and procedures, as well as regulations that exist for specific programs, and national level or global level regulations.

Person Specifications

Qualifications and Experience

Essential:

- Bachelor's degree in computer science, Information Technology, Health Informatics, or related field; plus.



- A minimum of 2 to 4 years directly relevant work experience including at least one years of demonstrated experience with DHIS2 administration, including configuration and implementation; or equivalent combination of education and experience.
- Demonstrated experience in developing dashboards in Power BI (in conjunction with DHIS2 or separately) or other similar data visualization software.
- Certifications in DHIS2 or related technologies.
- Demonstrated familiarity with database design and management.
- Experience with GitHub strongly preferred.
- Strong problem-solving skills and ability to work independently. Ability to prioritize workload, assume responsibility for work, and follow through to completion.
- Excellent communication skills and the ability to collaborate with diverse teams.
- Experience working in a non-governmental or international development organization, or familiarity with international development sector.
- Ability and willingness to flex work hours to accommodate multiple time zones.
- Demonstrable respect for all persons regardless of religion, ethnicity, class, or gender, with a high comfort level working in a diverse environment with a demonstrated commitment to high professional ethical standards.

Desirable:

- A broad range of experience including logistics, training, and capacity building.
- Experience liaising with vendors; experience managing vendors and/or projects preferred

Work-based skills.

Essential:

- Knowledge of local language in the area
- Ability to communicate effectively with a variety of audiences including CHD, VHC and community leaders.
- Strong negotiation and communication skills
- Good planning and organisational skills
- English language skills required; French language skills strongly preferred...
- Attention to details.
- Flexible and ability to work both as an individual and as a team member.
- Ability and willingness to work under pressure with a positive attitude, as a part of a national team. Collaborative, flexible and solution oriented.
- Committed to Malaria Consortium's vision and mission.

Desirable:

- Ability to find solutions to program activities implementation problems in a challenging environment.
- Fluent in Arabic and the local community language is an added advantage.

Application Submission Criteria:

To Apply please visit our website and apply online and submit the Application letter and CV.

www.malariaconsortium.org vacancy page.

This Position is open to only Qualified South Sudanese. Female candidates are encouraged to apply.



We appreciate your application; however, only short-listed candidates will be contacted. If you have not been contacted within two weeks of the closing date, we regret that your application has been unsuccessful. Please continue, however, to periodically review our website for other suitable opportunities. Thank you for your interest in Malaria Consortium.

We need to keep beneficiaries safe, so our selection process reflects our commitment to safeguarding. Malaria Consortium has a zero-tolerance approach to Abuse and exploitation of children and vulnerable Adults both within and outside the workplace.

Applicants are therefore required to read Malaria Consortium safeguarding policy and the code of Conduct before applying for this role. This is attached to the advert online.

