

Common Unit to Fight against AIDS, TB & Malaria

Divisional DHIS2 Coordinators - Job Description

1) POSITION PROFILE:	
Designation: Divisional DHIS2 Coordinators	
Name:	Division: <i>where applicable</i>
Department: Surveillance & Information Management Unit Provincial TB Control Programs	Location: Base Districts of Assigned Division under Provincial TB Programme
2) ORGANIZATIONAL RELATIONSHIPS:	
Reports To: Provincial TB Programme	Direct Reports to: Provincial TB Programme Managers
	Indirect Reports to: Chief Surveillance and Information Management Officer (CMU)
<i>This Job Description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as an exhaustive description of all the work requirements inherent in the job.</i>	
3) GENERAL JOB OBJECTIVE:	
<i>To provide divisional-level coordination, liaison, and technical support for the implementation and effective functioning of the DHIS-2 surveillance system, and to facilitate communication between national, provincial, and other relevant stakeholders for timely data entry, troubleshooting, capacity building, and end-user support.</i>	
4) KEY JOB RESPONSIBILITIES	
Divisional DHIS-2 Coordinator will be responsible for the following:	
<p>A) Coordination and Liaison:</p> <ul style="list-style-type: none"> i. Liaison and coordination with DHIS-2 Coordinator/MIS team in CMU Surveillance & Information Management Unit at national level. ii. Liaison and coordination with provincial teams and BMU level staff for smooth implementation of DHIS-2 activities. iii. Coordinate with relevant stakeholders for facilitation and implementation of DHIS-2 at BMU level. iv. Provide administrative and operational support to national and provincial Surveillance teams. <p>B) Implementation and Data Management:</p> <ul style="list-style-type: none"> i. Ensure case-based data entry in DHIS-2 at BMU level in a timely and accurate manner. ii. Facilitate sharing and reporting of aggregate and case-based data along with monthly analysis to provincial and national levels. iii. Support divisional, provincial, and BMU teams in improving completeness, consistency, and timeliness of DHIS-2 reporting. iv. Assist in follow-up with relevant reporting units to ensure regular data entry and system use. <p>C) Technical Support and Troubleshooting:</p> <ul style="list-style-type: none"> i. Facilitate troubleshooting related to DHIS-2 case-based data entry at BMU level. ii. Provide end-user support to various user groups in respective administrative divisions. iii. Identify, document, and escalate system-related issues to the DHIS-2 Coordinator/MIS team where required. iv. Support users in resolving routine operational issues related to data entry, access, and reporting. <p>D) Training and Capacity Building:</p> <ul style="list-style-type: none"> i. Assist CMU/Provincial technical teams in organizing DHIS-2 trainings at subnational levels. ii. Support capacity-building activities for DHIS-2 users in respective administrative divisions. 	

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- iii. Facilitate on-job guidance and orientation of end users for effective use of DHIS-2.
- iv. Assist in dissemination of guidelines, tools, and instructions related to DHIS-2 implementation.

E) Logistic and Administrative Support:

- i. Support logistic management of DHIS-2 capacity-building activities in assigned divisions.
- ii. Coordinate arrangements for trainings, meetings, and other implementation-related activities at divisional level.
- iii. Maintain communication and follow-up with relevant offices for implementation support.

F) Monitoring, Data Analysis and Reporting:

- i. Support monitoring of DHIS-2 implementation and use at divisional and BMU levels.
- ii. Conduct monthly data analysis of DHIS-2 case-based data to identify gaps, inconsistencies, reporting delays, and trends.
- iii. Share progress, challenges, and feedback from the field with provincial and national teams on a regular basis.
- iv. Assist in compilation of implementation updates, data summaries, and relevant reports for supervisory review.

5) WORK INTERACTIONS:

Within Division or Department	Purpose
Other technical units and TB programmes	M&E/Surveillance and DHIS-2 Activities.
Outside the Organization	Purpose
Provincial TB Control Programs	DHIS-2 implementation and Trainings