



REPUBLIC OF LIBERIA

MINISTRY OF HEALTH

P. O. BOX 10 – 9009

1000 MONROVIA 10, LIBERIA

JOB VACANCY

POSITION TITLE: Health Workforce Program Human Resources Information System Officer (HWP HRIS Officer)

REPORTS DIRECTLY TO: Director, Health Management Information Systems(HMIS) Division, Health Information Systems, Monitoring, and Evaluation (HMER) Unit, Ministry of Health

DIRECTLY SUPERVISES: No supervisory responsibilities.

DEPARTMENTAL/FUNCTIONAL RELATIONS

- Research and M&E Divisions, HMER Unit, Ministry of Health
- Human Resources Unit, Ministry of Health
- Community Health Services Division, Ministry of Health
- Ministry of Health service facilities and governance structures (e.g., county health teams, regional and national hospitals, etc.)
- Civil Service Agency (CSA)
- Ministry of Finance

EXTERNAL RELATIONS

- Health workforce training institutions and other implementing partners under the HWP
- Academic and non-governmental institutions acting as sub-contractors under the HWP

PURPOSE

Work with the HMIS Director, MOH county health teams, and public sector hospitals to ensure comprehensive, up to date, and high quality health workforce data in the Ministry of Health’s integrated Human Resources Information System (iHRIS). Ensure data analysis from iHRIS is accessible and usable by decision-makers and other stakeholders.

KEY RESULT AREAS

- HRIS data management, quality assurance, and reporting
- Quality improvement of iHRIS data collection at the national, county, and facility level

DUTIES:

- **Management and Coordination Functions**
 - Coordinate with MOH county health teams and facilities as well as the MOH HR unit to ensure timely and accurate data returns to the HMER unit
 - Coordinate with accredited health professional training institutions and professional health organizations (such as Mother Patern College, Liberia Medical and Dental Council, and the Liberian Board of Nursing and Midwifery) on ways to connect licensing and accreditation information to related MOH information systems
- **Technical Duties**
 - Coordinate with HWP M&E and Research Managers to generate required reports and analyses needing for routine monitoring and evaluation of the HWP
 - Undertake data quality assurance activities at the central level to identify and resolve issues in iHRIS

- Participate in regular HWP monitoring visits and HMER VOI activities to audit data quality and undertake data quality improvement activities at the organization, county, and facility level
- Support roll-out of software and data collection tools to reporting organizations
- Support interoperability of iHRIS with other HMER HIS systems, such as CBIS and HMIS.
- Support documentation and automation of indicator calculation and reporting processes with HWP M&E Manager
- Generate reproducible results, tables, and charts to contribute to ongoing HWP reports and other performance reviews
- Perform other M&E duties relevant to the implementation of the HWP as may be assigned by the Director from time to time
- **Supervisory Functions**
 - No supervisory functions

AUTHORITY LIMIT

- **Management of budget**
 - No management functions
- **Staff management**
 - No management functions
- **Asset management**
 - Manages assigned assets

EDUCATIONAL AND WORK EXPERIENCE

- Bachelor's degree or first degree in public health, statistics, health management, information systems, information science, or other relevant area of study
- Minimum of two years' experience in managing a complex data system, such as a national information system, from sub-national to national levels

OTHER REQUIREMENTS

- Familiarity with Human Resources Information Systems (HRIS) or other national information systems
- Proven track record in collaborating effectively with a wide range of partners and stakeholders
- Demonstrated skill finding, reviewing, cleaning and organizing health data from multiple sources

Candidates are also expected to possess the following M&E core competencies:

M&E concepts

- Be able to clearly define a program cycle and results chain
- Identify indicators/signs of progress along the program cycle; have an operational understanding of standard and program-required indicators.
- Understand the difference between descriptive and inferential statistics, and different measurement levels of data

Developing and operationalizing a M&E system

- Contribute to the development of a comprehensive M&E plan
- Develop routine/activity monitoring data gathering forms and reporting formats
- Train field staff on data gathering and data compilation techniques
- Collect, compile, and aggregate reports from field staff.

Qualitative Techniques for monitoring

- Identify indicators for qualitative monitoring
- Use qualitative data to improve quality and understanding of quantitative data

Data quality management for all data collection activities

- Design a data flow diagram and identify bottlenecks

- Know data pitfalls and issues and strategies to minimize them
- Design and implement an internal data quality assessment and other data quality assurance activities

Data entry and analysis

- Manage data entry, including designing data entry applications in common packages, e.g., MS Excel, MS Access, Epi-Info, entering and/or bulk importing data accurately into databases (including national information systems)
- Understand and follow procedures outlined in a quantitative and/or qualitative data analysis plan
- Conduct descriptive analysis, including
 - Understanding central tendency and measures of spread
 - Producing appropriate frequency tables, cross tables, correlations, and charts using reproducible methods such as automated reports and calculations
 - Understanding tests of significance (e.g., p-values, confidence intervals)
 - Preliminary interpretation and limitation of analysis

Presenting and reporting

- Know how to write narratives for reports
- Know how to update data dashboards
- Know how to create and use quotations, statistics, tables, graphs, and charts in reports and presentations effectively and responsibly.

All applicants interested in any of the above positions are kindly asked to submit their applications to the address below and drop it in the tender box or the email stated below:

**The Personnel Division
Attn: James M. Beyan, Human Resource Manager
Ministry of Health, Congo Town
Monrovia, Liberia**

Email: proumohsw@gmail.com

This vacancy is also found on the Ministry's website: www.moh.gov.lr

DEADLINE FOR SUBMISSION OF APPLICATIONS: Wednesday, April 12, 2017 AT 4:00PM LOCAL TIME.