***The following provides guidance on development of role profiles. This guidance should be used when completing the template. (Please use font Gill Sans MT size 11)***

|  |
| --- |
| **TITLE:**  HMIS Assistant |
| **TEAM/PROGRAMME:** Health & Nutrition | **LOCATION: Faryab**  |
| **GRADE**: NAT 6  | **CONTRACT LENGTH: *6 Months*** |
| **CHILD SAFEGUARDING:** Level 3:  the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. |
| **ROLE PURPOSE:** The overall purpose of HMIS (Health Management Information System) assistant is to plan, organise, implement, control and follow up all HMIS activities related to H&N department in line with MoPH policies and guidelines. |
| **SCOPE OF ROLE:** **Reports to: *Health & Nutrition Coordinator*****Staff reporting to this post: N/A** |
| **KEY AREAS OF ACCOUNTABILITY:** 1. The health management information system assistant is responsible to developed recording and reporting tools for the MHTs services delivery and will ensure the MHTs staff are using the updated HMIS tools in a proper way
2. HMIS assistant is responsible to attend relevant HMIS subcommittee meeting at provincial level and represent SCI in all HMIS related meeting and floors and adapt the health and nutrition services delivery base on revise HMIS policy.
3. Provide training to HFs staff on case definition, duration of new and re-attendance cases to prevent double counting of clients in health and nutrition service delivery
4. Assist Health and Nutrition coordinator on target setting for health and nutrition indicators for the MHTs
5. Regularly provide indicator specific update for all health and nutrition project using the HMIS database.
6. The HMIS assistant will ensure that the MHTs having the health facilities ID and registered in MoPH database
7. Ensure that updated HMIS software/databases are functional and used properly at the field office
8. Collect daily, weekly, biweekly & monthly health and nutrition related accurate data from MHNTs
9. Record, compile, analyse and interpret health & nutrition data and information
10. Prepare HMIS weekly, monthly, quarterly & annual reports to be provided to MEAL, CO & other relevant internal & external departments
11. Monitor and supervise the MHNTs to ensure that accurate data is recorded/collected at field level from BNFs being served by them and give proper feedback to related staff
12. Attend coordination meetings with sectorial departments & other stakeholders when needed
13. Coordinate HMIS activities with DoPH and other relevant stakeholders and partners to avoid duplication of efforts and inconsistencies in service delivery
14. Give advice and support to the project and program staff in HMIS related tasks
15. Enhance ability of project and program staff in HMIS related tasks by conducting workshops, on-the-job trainings and through other means
16. Assist the Project Coordinator in development of the program activity /progress reports
17. Other tasks requested by supervisor/line manager

**Child Safeguarding**1. Ensure that all beneficiaries of your program are receiving ongoing, age-appropriate verbal or written information in relevant languages about Save the Children’s Child Safeguarding Policy and Code of Conduct.
2. Report any Child Safeguard and/or PSEA cases if encountered.
 |
| **BEHAVIOURS (Values in Practice**)**Accountability:*** holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:*** sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
* widely shares their personal vision for Save the Children, engages and motivates others
* Future orientated, thinks strategically and on a global scale.

**Collaboration:*** builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
* values diversity, sees it as a source of competitive strength
* Approachable, good listener, easy to talk to.

**Creativity:*** develops and encourages new and innovative solutions
* Willing to take disciplined risks.

**Integrity:*** honest, encourages openness and transparency; demonstrates highest levels of integrity
 |
| **QUALIFICATIONS** 1. Graduated from recognized/registered medical faculty(MD degree)
 |
| **EXPERIENCE AND SKILLS****Essential:*** At least 2 years of working experience in HMIS ,supervising/monitoring of health program activities
* Experience and skills in health management information system and PBHS implementation
* Excellent speaking, writing and reading Dari, Pashto and English
* Familiar with MS Office applications (Word, Excel and power point), HMIS related databases and Internet
* Demonstrated ability to communicate clearly, effectively, and  respectfully to colleagues, clients, and key stakeholders
* Good interpersonal and team working skills
* Ability to work independently self-motivated and organizes its own time and work independently
* Ability to travel across the province for monitoring and supervision purposes
* Ability to monitor and supervise the staff properly

**Desirable:*** Excellent reputation/well-known
* Excellent capacity development and teamwork skills; cross-cultural and gender sensitivity
 |
| **Additional job responsibilities**The duties and responsibilities set out above are not exhaustive and the post holder may be required to carry out additional duties from time to time which are reasonable in relation to their level of skills and experience.In the event of a significant humanitarian emergency, the post-holder will be expected to work outside their normal job description; vary their working hours; and occasionally work from a different location should the need arise. |
| **Equal Opportunities** The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. |
| **Child Safeguarding:**We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. |
| **Safeguarding our Staff:**The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy. |
| **Health and Safety**The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |
| **JD written by:**  | **Date:**  |
| **JD agreed by:** | **Date:** |
| **Updated By:** | **Date:** |
| **Evaluated:** | **Date:** |