TERMS OF REFERENCE
Data Quality Control, HCMC based

Background

Abundant Health (AH) is a community-based program focusing on non-communicable diseases (NCDs), is being implemented with the HCMC Department of Health. Two main aims of this innovative program are to 1) increase identification of diabetes (DM) and hypertension (HTN), and 2) increase the quantity and retention of DM/HTN patients at the Commune Health Stations (CHS). Initiated successfully in the Tan Phu district and is now being implemented at citywide with an additional intervention to cervical cancer disease.

FHI 360 Vietnam is recruiting **a consultant to provide technical assistance in Data Quality Control (based in HCMC)** to support related program activities.

Key Responsibilities

1. Document and track data submission from the CHSs. Send the data to a data entry clerk.

2. Monitor progress and quality of data entry.

3. Feedback to the CHSs/ focal point of District Medicine Centers on the quality of data receiving. Provide guidance on data documentation as needed.

4. Conduct data cleaning and analysis on monthly basis and as requested.

5. Support logistics for project events as requested.

Requirements

- Nationality: Vietnamese
- Education: Bachelor's degree
- Experience and skills:

  - Excellent in Excel.

  - Experience with google form and drive.

  - Knowledge and skill in data cleaning and analysis.

  - Highly responsible, organized person with attention to details.

  - Good personal communication skills to communicate with local partners and team members.

  - Passionate about working on data; Able to work under pressure.

  - Able to communicate in English.

Reporting

The consultant will report to Program Manager.

Duration

11 months with expected starting time from October 2019.

Application Deadline

Interested candidates are encouraged to provide their detailed curriculum vitae with a letter of application in English to Vietnam.recruitment@fhi360.org by **September 27, 2019.**

* Please specify the position you are applying for in your application.

Only shortlisted candidates will be contacted for interviews.