

TERMS OF REFERENCE

Data Quality Control Consultants (02 positions)

Background

The Sustainable HIV Response From Technical Assistance (SHIFT) project, funded by the U.S. Agency for International Development (USAID), promotes HIV epidemic control and transition of a sustainable HIV response in Vietnam.

Social health insurance (SHI) has emerged as the central mechanism to sustain HIV care and treatment in Vietnam. The USAID SHIFT project is helping improve health information systems (HIS) to support SHI scale-up, improve patient management, and expedite reporting. In addition, the project will collaborate with relevant stakeholders to have more comprehensive and timely data to monitor and support HIV treatment and SHI performance. USAID SHIFT will help health treatment facilities (HTFs) to optimize HIS-HIV performance and expand the practice to additional sites for a more sustainable HIV response.

FHI 360 Vietnam is recruiting **02 Data Quality Control Consultants (01 based in Hanoi and 01 based in HCMC)** to support related program activities.

Key Responsibilities

- Monitor data entry to HIS-HIV software at designated HTFs
- Conduct data quality assurance (DQA) to ensure data quality entered to HIS-HIV software
- Test and monitor HIS-HIV functions to ensure software meets specified requirements
- Collaborate and monitor process with relevant stakeholders, such as IT service providers, and HTFs, to identify and resolve any software errors found during testing and implementation
- Monitor data synchronized from sites to external systems
- Prepare for and conduct trainings on HIS-HIV for designated provincial and site staff
- Provide support to provincial and site staff on a variety of issues (identify, research, report and resolve technical problems; respond to telephone calls, email and personnel requests for technical support)
- Document, track, and monitor issues to ensure timely resolution
- Support all related administrative tasks
- Provide support to collect and review quality of monthly/quarterly data and reports from sites
- As needed, provide ad hoc support in M&E (e.g. help develop indicators, forms and guidelines for monitoring and evaluating; help conduct related M&E trainings and DQAs, etc.)

Requirements:

- Nationality: Vietnamese
- Education: Bachelor's degree in public health or related field
- Experience and skills:
 - Proficient with Excel, PowerPoint and Word
 - Experience with data collection, data cleaning and data analysis
 - Experience working with local partners
 - Knowledge and skill in data analysis is an advance
 - Highly responsible, organized person with attention to details
 - Good personal communication skills to communicate with local partners and team members
 - Able to work under pressure; to meet deadlines
 - Passionate about working on data
 - Fluency in oral and written English is an advantage
 - Able and willing to travel to field

Reporting:

The consultant will report to Technical Officer/Senior Technical Officer.

Duration:

Initial duration of 10 months with expected starting time from December 2018

Application Deadline:

Interested candidates are encouraged to provide their detailed curriculum vitae with letter of application in English to Vietnam.recruitment@fhi360.org by **November 22, 2018**.

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

Only shortlisted candidates will be contacted for interviews.