Attachment 1:	Job Description
Title of Position:	**Health Information Technician (Data Clerk)**
Date of job description:	**07 August 2025**
Reporting to:	**M&E Officer – Key Populations**

Main tasks and responsibilities

- Provide monitoring support, data entry and cleaning at the Dice.
- Timely input of data into the electronic medical record (EMR) and any other project database, identification of any issues with the EMR/databases and implementing the necessary corrective action after consulting with the supervisor
- Ensure routine, database backup and storage, security, data cleaning, as per ICRHK policies
- Maintaining the patients' filling system at the DICE while ensuring confidentiality of information as well as retrieving patient's files as per ICRHK Policies
- Assist in managing appointments, monitoring defaulters, and retrieving necessary line lists to facilitate follow-up
- Maintaining and updating MoH and program registers
- Take lead in compiling MoH and program reports at the DICE level and promptly uploading completed reports to the necessary platforms.
- Support data utilization at DICE level by updating progress charts for the Key Performance Indicators, Trend analysis, achievement against targets and presenting this during site data review meetings
- Participating in work planning at DICE level and suggest tactics to employ in order to reach predetermine goals
- Assist and participate in DQA at the DICE to ensure data quality and participate in sub county data review meetings.
- Take part in any additional project documentation process, such as updating CQI dashboard, assisting Peer Educators in utilization of KP Module and making sure the KP Cohort register is kept up to date.
- Take part in CME, OJT, or other appropriate capacity development
- Provide monitoring and evaluation support at the DICE level

Skills Required

- Diploma in Information Technology, Health Records and Information, statistics or equivalent.
- Experience in Key Population and HIV data management an added advantage.
- Experience in using Kenya EMR as POC an added advantage

- Understanding of public health/medical or social sciences field an asset

Competencies Required

- Good Communication and inter-personal skills. Fluent in Kiswahili and English.
- Ability to work within a team environment
- Good organization skill and attention to details
- An ability to work to tight deadlines and within constraints