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| NHSSP Logo | UK AID - Standard - 4C |

**Job description**

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| **Job title** | Information Systems Officer |
| **Thematic Area** | Data for Decision-making (D4D) |
| **Geographic Area focus** | All governance spheres (Federal, Provincial & Palika)  Focal provinces: Province 2, Province 5, Province 7 |
| **Reporting and Accountability to** | D4D Thematic Team Lead |
| **Technical reports to** | Information System Strengthening Specialist (Kathmandu) |
| **Technical Co-ordination with** | D4D Team |
| **Line management responsibility for** | N/A |
| **Technical management responsibility for** | N/A |
| **Liaison with** | Evidence Use & Management Specialist; D4D Provincial Co-ordinators |
| **Location** | Kathmandu |
| **Type of contract** | Fixed-term, full-time contract, 40 hours per week, Fixed-term, full-time contract, 40 hours per week, until 30th June 2022 |
| **Post holder** | To be recruited |
| **Background** | |
| The Nepal Health Sector Support Programme 3 (NHSSP3), funded by UK aid, runs from March 2017 to December 2022. The programme is led by Options Consultancy Services Limited with two consortium partners: HERD International and Oxford Policy Management. For further details on each consortium partner see websites: Options: [www.options.co.uk](http://www.options.co.uk); HERD International: [https://herdint.com](https://herdint.com/); OPM: [https://www.opml.co.uk](https://www.opml.co.uk/)  We seek to build a resilient health system that delivers quality health services, ensuring that no-one is left behind. The programme has two components. The first component is the provision of responsive and technical support to the Federal Ministry of Health and Population (FMoHP), increasing its capacity to improve health policy-making and planning, procurement and financial management, health services and the use of evidence for planning and management. The second component aims to increase the MoHP’s capacity to retrofit health infrastructure to withstand future earthquakes. Both components are integrated and provided by a team based in Kathmandu and “embedded” with the Government of Nepal.  A two-year costed extension to Dec 2022 is in response to federalism and will transition technical assistance (TA) from FMoHP to local governments in priority provinces and municipalities. We have reconfigured our TA into three thematic areas which align with subnational governments priorities for strengthening health outcomes: leadership and governance resulting in improved stewardship of the health sector; data for decision making, facilitating the use of high quality data to enable decision making; and coverage and quality, institutionalising sustainable quality assurance and improvement processes with access to quality basic healthcare services. Cutting across and supporting the three thematic areas is health infrastructure retrofitting priority hospitals, sub-national support to produce integrated health infrastructure development plans and capacity enhancement and policy development. Gender, Equity and Social Inclusion (GESI) will cut across all areas and will be integrated into the design. | |
| **Main purpose of the Job** | |
| The Information Systems (IS) Officer will provide technical assistance (TA) under the D4D thematic area to Ministry of Health and Population (MoHP). The key objectives of this role are to: support MoHP to design, maintain, and troubleshoot information systems; maintain back up of API (Application Programming Interface) documentation/source codes; and provide conceptual clarity on building interoperable systems. The IS Officer will also support effective implementation of national databases to promote use of information and evidence in decision making. | |
| **Main duties** | |
| **Specific technical delivery responsibilities**   * Support to maintain and troubleshoot major health information systems under the MoHP * Integrate security, physical control solution for all confidential data and system * Support MoHP to install and upload ‘smart’ products (i.e. data dashboards, displays, etc.) * Support periodic maintenance of the existing e-health initiatives (Nepal Health Sector Strategy- Result Framework, Equity Monitoring Dashboard, Health Facility Registry, Good Health Practices, Routine Data Quality Assessment, etc) * Support MoHP to develop, monitor and quality assure the electronic data collection and analysis packages * Provide technical support to communication manager to manage the NHSSP website for the management of knowledge product * Support Management Division to ensure Health Management Information System (HMIS) and other information systems (Maternal and Perinatal Death Surveillance and Response, Health Infrastructure Information System, Logistic Information Management System, etc) are running smoothly by providing support for maintenance * Provide distance and physical support (if required) to provincial governments in the NHSSP focal provinces (in coordination with D4D provincial team) to strengthen health information systems particularly the technological aspects. * Track, inventory and evaluate new technologies in the area of information management system in health and consider their application for the strengthening of the government health MISs. * Provide support to combine raw information from different sources, by developing backend technological solutions, build algorithms and prototypes for improved data gathering, management, storage, sharing and dissemination. * Support to create, administer, monitor, and maintain any relevant national databases (e.g. COVID-19 related) * Support to maintain back-up of API documentation, source codes and technical deliverables from the vendors/ consultants * Support the D4D team on capacity strengthening activities at federal or sub-national level as required   **Cross-team responsibilities**   * The IS Officer will support C&Q, L&G,HI and GESI teams to solve technological problems to manage and use of evidence   **One-team approach, Collaborations and Relationships**   * The IS Officer will adopt a “one team approach” to the delivery of the programme and work collaboratively with all NHSSP members at federal and sub-national levels, to adhere to consistency and quality to meet NHSSP quality standards. * Build and manage positive and productive relationships with MoHP, DoHS and provincial government counterparts and on-going basis, and apply supreme diplomacy, influencing and consensus-building skills to build alliances with a range of stakeholders, external development partners and networks. | |
| Note: This job description reflects the present requirements of the post. As duties and responsibilities change and develop, based on contextual changes, the job description will be reviewed and be subject to amendment in consultation with the job holder. | |

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| **Signed by:** | **Date:** |

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Bachelor’s Degree in Computer Science, Information technology, or a related field (Masters Preferred) | ✓ |  |
| **Experience** |  |  |
| Proven experience (at least 3 years) of working on health information systems within the health sector | ✓ |  |
| Experience in conceiving, planning and executing information systems implementations with multi-stakeholder engagement  Familiar with web-based data management and data display system management  Familiar with development of web based/android based data collection tools  Proficiency level of knowledge on DHIS2  Proven skills on data transformation, linkage and data security | ✓  ✓  ✓  ✓  ✓ |  |
| General understanding of the operations of the Govt of Nepal, MoHP, and familiarity with all spheres of government. | ✓ |  |
| **Skills and attributes** |  |  |
| An analytical mind set with problem-solving skills | ✓ |  |
| Familiarity with modern database and information system technologies | ✓ |  |
| Monitor and analyse information and data systems and evaluate their performance to discover ways of enhancing them (new technologies, upgrades etc.) |  | ✓ |
| Self-starter, able to work independently or as part of a team | ✓ |  |
| Critical thinking and problem-solving skills | ✓ |  |
| Excellent planning and organising skills | ✓ |  |
| Ability to make and articulate clear decisions | ✓ |  |
| Strong internal and external communication and facilitation skills | ✓ |  |
| Ability to collaborate and be a team worker | ✓ |  |
| Excellent negotiation abilities | ✓ |  |
| **Other requirements** |  |  |
| Commitment to equal opportunities  A commitment to the programme’s and NHSSP principles of Safeguarding, Do No Harm, and to comprehensive sexual and reproductive health and rights  Applicants must have the right to live and to work in Nepal  Ability to travel within Nepal as required  Fluency in written and spoken English | ✓  ✓  ✓  ✓  ✓ |  |