Ministry of Health
Male', Maldives

Statistical Officer Consultant (National)

Expertise:	Statistical Officer (Consultant)
Expertise Group:	Statistics, Data Entry, Data Management
TOR Keywords:	Statistics, IT, Data Entry, Data management

Objective and Purpose of the Assignment:
The selected candidate will directly work in the National Health Data Center under the respective officials in the Ministry of Health (MOH), Health Information Management and Research (HIMR) division and will report to the relevant Deputy Director General (DDG) overseeing the HIMR division to support the work related to making the National Data Center operational.

Scope of Work:
The Statistical Officer will work within the MOH and will work in the HIMR division of the MOH. The tasks will need to be carried under the guidance of the DDG overseeing the HIMR division of the Ministry of Health.

The Statistical Officer will submit the approved time sheet and deliverables to the Project Manager with the recommendation of the HIMR division for processing of remuneration and any other related expenses.

Detailed Task and/or Expected Output:
The Statistical Officer (Consultant) will:

- Support the overall digital transformation in the COVID-19 vaccine and Routine Immunization delivery and all other health data systems including natality, monthly statistical reporting, mortality and cause of death data coding in the country.
- Manage the data sets of Vaccine Digital Monitoring Platform and support data entry in other functional health information systems including the birth and death data system.
- Carryout the health system data entry at the HIMR division level and facilitate the data entry at all health facilities.
- Draft medical records and documentation standards and monitor coding quality and participate in quality audits.
- Help identify bottlenecks related to data entry in a timely manner across all data entry points.
- Help establish data entry by sex and locality.
- Support the HIMR team in conducting program monitoring and evaluation activities to document the feasibility, impact, cost and sustainability of various data and analytics projects in the health sector.
- Support the HIMR team in conducting regular data cleaning, data quality audits and data analysis related activities on a routine basis.
- Provide troubleshooting related to health data entry and data analysis to government counterparts and partners.
- Support training of all key health IT and data entry related teams in Male' and in the islands and atolls.
- Support in providing inputs to reporting on progress, and maintaining the Vaccine database in close collaboration with the National Programme on Immunization (NPI)
- Draft short reports and advocacy material using data reports for further discussion and analysis.
- Help where necessary to ensure deliverables are produced and managed in line with open-source principles.
- Uphold the highest standards of Data Ethics and Data Privacy.
- Attend to related routine statistical reporting requests by different institutions, individuals and partners.
- Any other tasks related to Statistical Officer as designated by the higher officials of the HIMR team of MOH.

Minimum Qualification Requirements:
The consultant should have

- a diploma in IT, Data Science, Big Data Analytics, Primary Health Care, Public Health, Health science, Nursing, Biomedical Science, Health Service Management, Statistics, Research or related field and at least 1 year of experience in working in reputed organizations; and

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- at least 1 year of experience in data entry, data coordination and analysis in national / international projects.			
Minimum General Experience	**1**	**Years**	
Minimum Specific Experience (relevant to assignment)	**1**	**Years**	
Regional/Country Experience **Required**			

Deliverables	Estimated Submission Date	Type
Implementation Report	Monthly	Report
Time Sheet	Monthly	Report

Schedule:

City and Country	Est. Start Date	Est. End Date	Other Details
Home Office, Male`	April, 2024	April, 2025*	

Full Time – 40 hours a week, for 12 months.
Payment is based on actual time inputs.

* Initial engagement is for 12 months, subject to extension up to December 2025 upon satisfactory performance after the first year.