



Ministry of Health  
Male', Maldives

### EPI Data Officer Consultant (National)

Expertise:	EPI Data Officer (Consultant)		
Expertise Group:	Public Health Data, Immunization, Data Entry		
TOR Keywords:	Public Health, Immunization, Data, EPI		
<b>Objective and Purpose of the Assignment:</b>			
The selected candidate will directly work under the respective officials in the Ministry of Health (MOH), Health Protection Agency (HPA) and will report to the Head of National Immunization Programme (NIP). The EPI Data Officer will lead the work related to data entry in the NIP.			
<b>Scope of Work:</b>			
The EPI Data officer will work within the HPA of the MOH. The tasks will need to be carried under the guidance of the Head overseeing NIP of the MOH.			
The EPI Data officer will submit the approved time sheet and deliverables to the Project Manager with the recommendation of the Head of NIP for processing of remuneration and any other related expenses.			
<b>Detailed Task and/or Expected Output:</b>			
The EPI Data Officer (Consultant) will:			
<ul style="list-style-type: none"> <li>- Work with the other consultants and officers of the HPA to ensure that the required data related to EPI programme and COVID-19 vaccination data are entered to the approved software programme.</li> <li>- Support the other lead staff in the preparation of work plans for data entry, use of the new software (DHIS-2 for EPI and the COVID-19 software programme)</li> <li>- Ensure that the data entry quality checks are carried out regularly and reported to the NIP lead staff.</li> <li>- Ensure that all the data entry formats, and reporting tools are finalized, printed, and distributed to Health Facilities related to both covid-19 vaccines and EPI vaccines.</li> <li>- Support national and atolls in testing and rolling out of the data EPI and COVID-19 data systems.</li> <li>- Support the coordination and the rollout of the EPI data digitalization from Island health centers to NIP and National Health data center</li> <li>- Support Routine immunization Data entry at National and Atoll level</li> <li>- Lead the preparation of data entry training materials and Standard Operating Procedures.</li> <li>- Provide training and technical support to all level on data entry.</li> <li>- Ensure vaccination coverage and vaccine stock data is entered accurately to the relevant software programmes.</li> <li>- Assist with any other COVID-19 vaccine or EPI data entry related activities as requested by NIP</li> </ul>			
<b>Minimum Qualification Requirements:</b>			
The consultant should have			
<ul style="list-style-type: none"> <li>- a Diploma in public health, biological sciences, health information, health management, or related field and</li> <li>- at least 3 years of experience in working in reputed organizations; or</li> <li>- at least 1 years of experience in public health activities in national projects.</li> </ul>			
Minimum General Experience	<b>3</b>	<b>Years</b>	
Minimum Specific Experience (relevant to assignment)	<b>1</b>	<b>Years</b>	
Regional/Country Experience	<b>Required</b>		
<b>Deliverables</b>	<b>Estimated Submission Date</b>		<b>Type</b>
Implementation Report	Monthly		Report
Time Sheet	Monthly		Report
<b>Schedule:</b>			
City and Country	Est. Start Date	Est. End Date	Other Details
Home Office, Male'	September 2023	August 2024*	
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 August 2025 upon satisfactory performance after the first year.