I. Position Information

Position code: UNALA-LMIS
Duty Station: Yogyakarta at the Programme Management Unit Office
Recruitment: Indonesia Nationality
Duration of assignment: until 31 December 2015, with the possibility of extension subject to the satisfactory performance and availability of fund
Direct Supervisor: Business Development Manager
Condition: Individual Consultant Contract

II. Summary

Under the overall guidance of the UNFPA Representative and under the direct supervision of the National Programme Officer (NPO) for Youth and ASRH in UNFPA, the Logistic and Management Information System (LMIS) of ASRH Services Model Development in Yogyakarta is expected to work with complex computerized records systems and maintain security and integrity. Responsible for maintaining and ensuring that the LMIS is running well, including to solve the operational problems and prepare the statistical reports, providing assistance in monitoring and evaluation mechanism as required, providing technical assistances on daily office’s information technology system and managing products procurement and its distribution.

The Logistic and Management Information System Officer works with the Unala staff in Yogyakarta, reporting directly to the Business Development Manager that is based in Yogyakarta (see attached the organization map).

III. Job Description

1. Setting up the Management Information System (MIS)
   a. Manages contract with MIS software vendor/consultant
b. Working relationship with software vendor/consultant to provide:
   i. Provide assistance to vendor/consultant to develop, data collection and evaluation methodologies, including format design, project criteria and requirements, data compilation, relevancy and usage.
   ii. Determines data needed to be collected and the appropriate data resources for specific health data projects.
   iii. Formulates, implements, and enforces proper data collection policies and procedures.
   iv. Establishes data quality standards and works with reporting agencies to ensure standards are met.
   v. Ensures quality data collection techniques are established for reporting.
   vi. Performs and documents procedures for data preparation including data cleaning, standardization and analysis.
   vii. Develops and implements evaluation methodology related to various health data programs to determine completeness and adequacy of the data collection procedure.
   viii. Ensures that MMIS is properly installed and rolled out.

c. Maintaining the MIS operates well:
   i. Collect data (medical and management) from the private practices and clinics.
   ii. Ensure the accuracy, completeness, and consistency of data collection.
   iii. Provide assistance for operational or data problems.
   iv. Perform data entry, transcription, coding, and collating searches.
   v. Cleaning data.

d. Data Reporting and Analysis:
   i. Understands and ensures privacy law and standards.
   ii. Evaluates current systems to improve operations and patient care.
   iii. Prepares monthly, quarterly, and annual data reports for distribution.
   iv. Develops ad-hoc reports as necessary.
   v. Presents data at meetings, workshops and conferences where needed.

2. Providing assistance for ensuring the information technology system in the office is operating well.

3. Managing voucher mechanism, products procurement and its distribution:
   a. Ensure that pricing and subsidy mechanisms are in accordance with the agreed terms or strategies.
   b. Ensure that prerequisites (like prequalification or getting on a vendor list) are fulfilled within a timely manner.
   c. Develop and update the SOP for voucher and its distribution within the Unala network.
   d. Organize the procurement of commodities - including an exploration of accessing the national health insurance scheme.
   e. Develop and update the SOP for products procurement and distribution within the Unala network.
   f. Oversee the implementation of the SoP for products distribution and storage within the Unala network.
   g. Develop and update the SOP for products procurement and distribution within the Unala network.
   h. Provide technical assistance to solve problems related to products distribution and storage and voucher implementation.
IV. Qualification

1. Master’s Degree (preferable) or a bachelor’s degree related to public health (epidemiology preferably) or statistic, and at least one year experience in Health Data Analysis/Management, Statistics, Public Health.
2. Knowledge of social franchising, especially in Indonesia, is preferable
3. Knowledge of adolescent sexual and reproductive health and/or young people in Indonesia is an advantage
4. Understanding of the key issues of Indonesian sexual and reproductive health and young people, and knowledge of the health care system in Yogyakarta is an advantage.
5. Knowledge of social franchising, especially in Indonesia, is preferable
6. Fluency in written and spoken English is an absolute necessity
7. Excellent inter-personal and team building skills.
8. Has excellent skills in:
   a. computer applications for data collection,
   b. principles and practices of data management,
   c. data collection, utilization and validation
   d. Research methodologies
   e. Report designs
   f. Statistics
   g. Presenting information to others to convey information
9. Excellent planning, organizational and facilitating skills including the ability to meet deadlines and manage competing priorities
10. Demonstrated experience in Microsoft Office systems including word processing, Outlook, Excel and PowerPoint.
11. Ability to work as a member of a team and independently with minimal supervision
12. Ability to communicate with stakeholders from a range of professional and civil society backgrounds
13. High level of written and verbal communication skills in both English and Bahasa, including report writing

HOW TO APPLY

Interested candidate should send their application letter, UN Personal History (P11) Form and updated CV to: upersonnel@unfpa.org with the Position Code as subject of the email

- There is no application, processing or other fee at any stage of the application process.
- Only short-listed candidates will be contacted.
- UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.