

# **NATIONAL CENTRE FOR HIV/AIDS, DERMATOLOGY AND STD**

## **JOB DESCRIPTION**

**Title of the post:** Data Analyst

**Accountable to:** Head of Logistic Unit

### **Job Summary:**

To assist the Head of the Logistic Unit in collection and analysis of monthly data related to OI/ART at all facilities within the Continuum of Care for PLHA (CoC). Responsibilities will include data entry into forecasting models used to project the demand for HIV supplies both at the national and facility level.

### **Specific Responsibilities**

1. Collect monthly reports from OI/ART sites and enter data into NCHADS supply management tools.
2. Update NCHADS databases on stock management and patient tracking on a regular basis.
3. Support the Head of the Logistic Unit in quantification of monthly requirements for HIV supplies of OI/ART sites
4. Assist the Head of Logistic Unit to monitor and supervise the rational use of HIV supplies at OI/ART sites
5. Support the Head of Logistic Unit and Head of AIDS Care Unit to quantify the monthly needs of facilities and generate delivery orders.
6. Assist the Head of Logistic and Head of AIDS Care Unit in generation of national and facility level projections for HIV supplies.

### **General Responsibilities**

1. To work with due diligence in carrying out the tasks of the position
2. To cooperate helpfully within and between units to strengthen the performance of NCHADS
3. To ensure regular, punctual and full-time attendance to duties during official working hours.
4. To strive at all times to assist the unit to attain the highest levels of accuracy and honesty in all its activities.
5. To draw the attention of the Head of the logistic Unit immediately to any irregularity or other matter of significance affecting the efficient and honest functioning of the unit.
6. To undertake any other duties assigned by the Head of the logistic Unit or the NCHADS Director

This job description may be modified at any time after consultation and agreement between the post-holder, the Head of the Unit, the Head of Technical Bureau and the Director of NCHADS.