



**Labor Contract Opportunity:  
EQHA Information Technology and Data Management Specialist**

The International Training and Education Center for Health (I-TECH) at the University of Washington (UW) in Seattle, USA, is recruiting for one **Information Technology and Data Management Specialist** to work with the *Enhancing Quality of Healthcare Activity (EQHA)* project in Cambodia. The position will be located within the Human Resource Development Department (HRDD) at the Ministry of Health (MOH).

**Project Overview:**

The overall goal of the *EQHA* project in Cambodia is to improve the quality of public and private health services at national and sub-national health systems by August 2023. The project, funded by the US Agency for International Development (USAID), is being implemented by Family Health International (FHI360) in collaboration with I-TECH and other partner organizations. The scope of work for I-TECH is focused on improvements to 1) the national health policy regulatory framework; 2) national pre-service health professions training institutions; and 3) in-service training database of HRDD. The **Information Technology and Data Management Specialist** will support the HRDD in database development and management activities. He/she will provide technical support for tracking characteristics of pre-service graduates, and measure compliance of public and private Training Institutions in Health (TIH) in meeting competency standards. He/she will provide technical support to users of the Human Resource Management Information System (HRMIS) database, including HRDD national and provincial staff and Regional Training Centers. He/she will work to extend the capability for the HRMIS to more accurately record and report on in-service training and professional development activities engaged in by MOH staff at the various system levels.

**Employer Overview:**

I-TECH is a center within the UW's Department of Global Health and maintains 13 offices in Africa, Asia, Eastern Europe, and the Caribbean Region. I-TECH's worldwide staff work in partnership with local ministries of health, universities, non-governmental organizations, medical facilities, and other organizations to support the development of a skilled health work force and strong national health delivery systems. I-TECH's activities occur primarily in the technical areas of health systems strengthening, including laboratory strengthening and development of health information systems; health workforce development; operations research and evaluation; and prevention, care, and treatment of infectious diseases. The Cambodia-based *EQHA* team members working for I-TECH are labor contractors (outsourced employees), hired by and paid through a local third-party human resources vendor in Cambodia. The **Information Technology and Data Management Specialist** will be based at the Ministry of Health in the HRDD.

**Responsibilities:**

**Information Technology**

- Assist in HRMIS database development and management activities for HRDD, serving as a point of contact for EQHA staff
- Provide technical support to users of the Human Resource Management Information System (HRMIS) database, including HRDD national and provincial staff, and Regional Training Centers
- Conduct network and physical server maintenance, including regularly running back-ups and upgrades

- Ensure technology components of HRDD systems are functioning effectively and efficiently through regular monitoring of system performance and troubleshooting diagnostic errors
- Coordinate with external agencies and software developers that provide services related to information technology and data management to HRDD

#### **Data Management**

- Enter/validate legacy in-service training data from previous software and hard copies into HRMIS
- Conduct regular data quality audits on data entry
- Prepare reports on system data as requested from HRDD

#### **Qualifications and Requirements:**

- Bachelor degree of Computer Science/Information Technology or equivalent or senior-level experience in data management
- Minimum 3 years of information technology experience in Cambodia, including responsibility for design and maintenance of IT systems and data bases as well as equipment planning, procurement, monitoring, and maintenance
- Experience working with JavaScript required
- Skills and knowledge to effectively work with various computer programs, including word processing, spreadsheets, presentation software (e.g., PowerPoint), and database programs
- Experience in data entry, data analysis, running data quality audits and producing associated reports
- Experience developing web-based applications preferred
- Be able to work under pressure to deliver outputs quickly and efficiently to high standards
- Demonstrated interpersonal skills, both oral and written, to maintain productive working relationships with a range of internal and external stakeholders
- Demonstrated organizational skills, including ability to prioritize and effectively manage multiple tasks and deadlines while maintaining attention to detail
- Ability to work collaboratively and effectively as part of a small team, including being proactive and flexible
- Ability to exercise judgment and address challenges in a respectful manner
- Fluency in speaking, reading, and writing English (required)

**Contract Rate:** Negotiable upon qualifications, plus benefits.

**Contract Terms:** Full time position requiring approximately 176 hours (22 days) per month. Contract written on basis of program fiscal year. Renewable, subject to satisfactory performance and funding availability.

#### **Guidance for Application:**

Interested candidates must submit the following materials, in English, or the application will not be considered. Priority will be given to applications received by June 12, 2019.

- a) Cover letter describing their interest in the position, including past experience and future goals;
- b) Names of three professional references;
- c) Curriculum vitae; and
- d) Any other documentation (e.g., portfolio, certificates, awards, copies of degrees earned) that addresses the qualification requirements listed above.

**SUBMIT APPLICATIONS BY E-MAIL TO:** [egha@itech-cambodia.org](mailto:egha@itech-cambodia.org) with the title (**EQHA Information Technology and Data Management Specialist**) in the subject line. Preference will be given to complete applications submitted by **June 12, 2019**.