Job Description

Health Information System Specialist

Location: Seed program countries in Malawi, Sierra Leone, Uganda, and Zambia

Position: Full-time

Position Supervised: Director of MEL

About Seed Global Health

Seed Global Health (Seed) envisions a world in which a robust health workforce strengthens every country to best meet the health needs of its population. Seed's mission is to educate a rising generation of health professionals to enhance access to quality care to save lives and improve health outcomes. Seed is unique in its approach, focusing on the education and training of doctors, nurses, and midwives. By training healthcare professionals and health educators, Seed seeks to empower current and future generations of health providers so that good health is not the privilege of a few but the right of all.

Seed focuses on strengthening the education, practice, and policy of Africa's local professional health workforce. Seed's core strategy and primary entry point centers on placing skilled and qualified educators at partner institutions for at least one academic year. Seed also supports educators and partner institutions through a diverse and complementary package of services to advance health professional education in the classroom and clinical setting. By investing in long-term partnerships for improved health professional education, we help to create a stronger, more sustainable health workforce that is both locally led and better able to meet local health needs.

For more information, please visit **www.seedglobalhealth.org.**

Position Summary

The Health Information Systems (HIS) Specialist will provide technical leadership in developing, configuring, and managing Seed's health information systems, particularly DHIS2, EMRs, Power BI, and related software. The role integrates HIS and Monitoring, Evaluation, and Learning (MEL) functions to support data-driven program implementation, performance monitoring, and evaluation. The HIS Specialist will work across global and country teams to ensure digital systems are aligned with Seed's strategic goals and country priorities. The HIS Specialist will also play a critical role in ensuring that data systems support adaptive management, quality improvement, and broader organizational learning.

This role requires strong expertise broadly in health informatics and MEL, with a focus on system configuration, data quality assurance, and analytics. This role will support Seed and its partners in building robust systems that enable effective data collection, visualization, interpretation, and use it to improve care delivery, inform policy, and strengthening more resilient health systems. Reporting to the MEL Director, this position will work closely with the global and country MEL team, program and clinical staff, as well as other key functions across the organization to support integrated, data-driven decision-making and system strengthening.

Duties and Responsibilities:

System Strategy, Design, & Implementation

- Lead technical design, configuration, and implementation of digital health systems, especially DHIS2, EMRs, Power BI, and related platforms, from concept to rollout
- Design, configure, and manage the underlying system architecture, metadata standards, and workflows, working closely with country MEL managers and aligned with Seed's objectives and global standards
- Develop and oversee HIS governance structures and sustainability plans to ensure long-term system functionality and country ownership.

- Design and manage the underlying system architecture, metadata standards, and data workflows to ensure accurate, efficient data capture, integration, and reporting.

- Collaborate with Seed teams and partners to identify and implement additional use cases for the HIS, including quality improvement (QI), digital maturity planning, and local decision-making at facility, district, or academic levels.

Data Quality, Analytics, & Visualization

- Establish and maintain robust data quality assurance protocols, including regular validation and review processes for accurate, complete, and timely data.
- Develop and maintain dashboards and analytics tools to support accessible and actionable data visualization tailored to different user needs (e.g., Seed teams, facility-level, programmatic, national)
- Conduct data cleaning, integration, and advanced analysis to strengthen the reliability and comparability of program data across contexts

- Collaborate on the development and dissemination of knowledge products and learning reports.

Reporting, Learning & Adaptive Data Use

- Collaborate with MEL and program teams to ensure health information systems are fully aligned with Seed's MEL framework and learning agenda.
- Translate data and insights from HIS into clear, accessible visual and narrative products for various communication & reporting needs, timely donor reporting, updates to websites, internal portals, and presentations.
- Configure HIS platforms to support regular data review meetings, insights for strategic learning questions, and real-time adaptive program management.
- Facilitate continuous feedback loops by ensuring data visualization and dashboards inform regular reflection and decision-making.
- Contribute to the design and implementation of evaluations, needs assessments, and operational research, ensuring HIS tools are optimized for efficient data collection and analysis.

Capacity Building & Technical Assistance

- Assess training needs and develop tailored capacity-building plans for Seed teams and partners.
- Develop and maintain standard operating procedures (SOPs), training modules, job aids, and user manuals to promote sustainable and effective system use.
- Conduct hands-on training, coaching, and mentorship on HIS platforms (e.g., DHIS2, EMRs, Power BI), data quality assurance, and data use for decision-making.
- Provide ongoing remote and in-person technical assistance, troubleshooting, and refresher training to reinforce skills and address system challenges.
- Work with partner Ministries of Health, academic institutions, health facilities, to strengthen their capacity to manage, interpret, and use data to improve education, service delivery, and patient outcomes.

External Collaboration & Engagement

- Collaborate with ministries of health, academic institutions, and digital health stakeholders.
- Represent Seed in technical working groups and global HIS communities.
- Stay updated on the global best practices in HIS and integrate innovations into Seed's systems.

Qualifications and Experience

- Master's degree in public health, health informatics, epidemiology, statistics, or a related field.
- At least 5 years of experience in health information systems, MEL, or digital health in Sub-Saharan Africa.
- Demonstrated expertise in DHIS2 configuration and administration.
- Certificate or demonstrated expertise in HIS and MEL frameworks, with experience in performance indicator measurement monitoring systems, and adaptive management

- Experience working with health system stakeholders to align HIS with service delivery or educational goals, and support adaptive management, QI initiatives, or strategic learning processes, ideally within health programming contexts.
- Proficiency in data analysis and visualization tools (e.g., DHIS2, Power BI, Excel, R, Stata, Tableau, or similar), with working knowledge of EMRs such as OpenMRS and mobile data platforms like CommCare.
- Experience leading the development and implementation of SOPs and frameworks for data governance
- Experience training and supervising users on data use, system maintenance, data handling best practices, as well as developing standalone training guides and SOPs.
- Experience supporting evaluations, assessments, or research initiatives.
- Excellent communication, problem-solving, and cross-cultural collaboration skills.
- Experience working on cross functional teams, with internal teams and diversity of stakeholders
- Commitment to Seed's mission and values.

Working Conditions

- Will be based in one of the Seed program country offices.
- Will be based in an office environment.
- Will be required to sit/stand for up to eight hours or more daily.
- Up to 20% travel may be required domestically and internationally.

Compensation

Competitive base salary commensurate with experience, as well as health/dental/eye insurance and vacation benefits

Seed does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.

Seed Global Health provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, transfer, leaves of absence, compensation, and training.