



B.P. KOIRALA MEMORIAL CANCER HOSPITAL

Bharatpur, Chitwan, Nepal

P.O. Box: 34, Tel.: 056-597005, Website: www.bpkmch.gov.np

Ref. No. 2321/082/083

Date: 208/12/09

Vacancy Announcement

B.P. Koirala Memorial Cancer Hospital is seeking qualified Nepali professionals for a Nepal based job Working for the Department of Paediatric Haematology and Oncology, the Data Officer will work collaboratively to manage data collection and storage, impact reporting, and improvements through the implementation of new or existing database systems.

Job title: Data Officer

Number: one (1) on contract basis

Job Location: B.P. Koirala Memorial Cancer Hospital, Bharatpur, Chitwan

Requirements	Essential
<u>Educational/Professional Qualifications</u>	BBA, BSc in Health, Statistics, or a related discipline
<u>Data Collection and Management</u>	<ul style="list-style-type: none">• Collect and input patient data daily, maintaining an excel spreadsheet and/or electronic database system.• Ensure that standards upon which collection of data are based/measured are always met.• Develop data collection methods that are relevant to the respective hospitals and World Child Cancer projects.• Conduct analysis to ensure that data collected is accurate and matches what is required.• Maintain data protection standards, ensuring data is collected and stored securely, and the privacy of patient records is upheld.• Coordinate and follow up by telephone of all patients every 3 months, update status as required.• Attend Working Group meetings if required• Complete any other necessary tasks as required
<u>Reporting, finance and administration</u>	<ul style="list-style-type: none">• Formulate/develop reports upon request• Assist supervisor (Paediatric Oncologist) and Programme Coordinator of World Child Cancer to present project related data as required (monthly).• Maintain all documentation related to project activities as per the guidance at the hospital.• Coordinate with Family Support Officer for data collection and compilation (quarterly)• Attend training as required, including the satisfactory completion of online safeguarding training
<u>Working with others</u>	

Basel



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	<ul style="list-style-type: none">• Support the facilitation of workshops, training sessions, meetings, and awareness campaigns under World Child Cancer Projects.• Willingness to assume a range of unanticipated tasks and work flexible hours, including some weekends or public holidays.
Skills/Attributes:	<ul style="list-style-type: none">• Must possess good numerical and analytical skills. This is necessary for the daily analysis and evaluation of data.• Must be able to think critically (out of the box) and be able to pay complete attention to details.• Ability to present information clearly to a range of people.• Proven ability to communicate sensitively and effectively at all levels both verbally and in writing.• Time management and organisational skills.• Supportive, team player, resourceful and objectively focused.
Additional Requirements	<ul style="list-style-type: none">• Good knowledge and understanding of the public health systems and National Health Service strategy of Nepal.• Excellent interpersonal, communication and presentation skills and experience with developing working relations with government and community people.• Minimum of 1 years' experience in working on the data management within the health sector (preferable) or other sectors.

Contract Duration: Six months with possible extension

Term: 75% part-time

Personal Specifications

Interested Candidate should send CV, including a scanned copy of the highest degree awarded, a description of previous experience and a covering letter mentioning the interest in this project to directorbpkmch@gmail.com or submit the documents in the printed form to the administration section of BPKMCH, Bharatpur, Nepal. Application should be submitted no later than Chaitra 23, 2082.

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Dr. Shivaji Poudel
Executive Director