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தொலைபேசி (பொது)
Telephone (Common) } 0112 696 677
0112 681 309

දුරකථන (අධ්‍යක්ෂ)
தொலைபேசி (பணிப்பாளர்)
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ෆැක්ස්
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மினன்குசல்
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වෙබ් අඩවිය
இணையத்தளம்
Website } fhh.health.gov.lk



පවුල් සෞඛ්‍ය කාර්යාංශය
සෞඛ්‍ය, පෝෂණ හා දේශීය වෛද්‍ය අමාත්‍යාංශය

குடும்ப சுகாதார பணியகம்
சுகாதார, போசணை மற்றும் சுதேச வைத்திய அமைச்சு

Family Health Bureau
Ministry of Health, Nutrition & Indigenous Medicine

අපේ අංකය
எனது இல
Our Ref. No. } FHB/EH/36 /2016

ඔබේ අංකය
உமது இல
Your Ref. No. }

ලිපිනය
முகவரி
Address } 231, ද සේරම් පෙදෙස,
கோலம்பு 10.
231, டி சேரம் பிளேஸ்,
கொழும்பு 10.
231, De Seram Place,
Colombo 10.

දිනය
திகதி
Date } 28/02/2023

Through: DDG (PHS II)

DDG/Planning,
Ministry of Health,
Colombo 10.

Handwritten signature and date: 28/02/2023



Advertisement for the Recruitment of Data Entry Assistants for the Completion of National Databases of Feto-Infant and Child Deaths

The Child Morbidity Mortality Unit of the Family Health Bureau (FHB) operates a National Feto-Infant and Child Death surveillance system covering both hospital and filed health sectors. Child Morbidity Mortality Unit of FHB unit has received hard copies of stillbirth, neonatal, infant and child death notifications and case abstraction forms from above dual sources. Selected variables of the received formats are entered into national databases

Due to large number of individual case formats, constraints in human resources and dual effects of Covid19 pandemic and economic crisis, timely update of the national databases was significantly hampered. FHB has planned to finalize and analyze data of stillbirth, neonatal, infant and child deaths reported from field and hospitals for the years of 2020, 2021 and 2022. Availability of timely updated data is crucial for evaluation of the operational progress of the system and to undertake big data analyses to formulate strategies to prevent preventable deaths

We submitted a proposal to UNICEF Sri Lanka to support this activity by providing six (06) Data Entry Assistants for a period of three (03) months and UNICEF has agreed to pay the monthly allowances.

Kindly make necessary arrangements to advertise the attached advertisement in the Ministry of Health web site.

Thank you,
Yours sincerely,

Handwritten signature

Director (Maternal and Child health)

Dr. Chithramailee de Silva
MBBS, MSc, MD Community Medicine
Director Maternal and Child Health
Family Health Bureau

Format for advertisement

Post of Data Entry Assistants (Contract Basis)

Project of Completion of National Databases of Feto-Infant and Child Deaths

Family Health Bureau, de Seram Place, Colombo 10

Background of the project

The Family Health Bureau (FHB) operates a National Feto-Infant and Child Death surveillance system covering both hospital and field health sectors. Initially, this was started as a paper-based system and from 2023 it will be run as a web-based system. Child Morbidity Mortality Unit of FHB unit receives hard copies of stillbirth, neonatal, infant and child death notifications and case abstraction forms from dual sources; Medical Officers of Health (MOH) (n=361) and Specialized Hospitals (n=125). Selected variables of the received formats are entered into national databases.

Due to large number of individual case formats, constraints in human resources and dual effects of Covid19 pandemic and economic crisis, timely update of the national databases was significantly hampered. FHB has planned to finalize and analyze data of stillbirth, neonatal, infant and child deaths reported from field and hospitals for the years of 2020, 2021 and 2022. Availability of timely updated data is crucial for evaluation of the operational progress of the system and to undertake big data analyses to formulate strategies to prevent preventable deaths.

Duties & responsibilities

1. Categorization of case formats based on hospital/field/district/age or gestation period/year and month of incidence.
2. Perusal of hard copies for data gaps
3. Communication with relevant hospitals/MOH offices to acquire missing data
4. Entry of selected variables to relevant database
5. Support cleaning Child Death database and Fetal Death database in electronic format for big data analyses
6. Any other relevant work assigned by the National Program Manager

Desired qualifications for the post

1. Ability to work with Microsoft Office applications (Word / Excel / PowerPoint)
2. Previous experience in data collection and computer-based data entry.
3. Sound knowledge in English, Sinhala and/or Tamil languages
4. Communication skills via telephone, social media and emails.

Experience required for the post

None. Previous experience in a medically related data entry project would be an advantage.

Age limit 19 years – 30 years

Salary Rs 40,000/-

Duration 3 (three) months

Candidates are invited to submit a complete CV with academic qualifications and Desired qualifications for the post, including copies of relevant documents contacts details & references on or before **13. 03. 2023** to the email address cmmunit.fhb@gmail.com

Only short-listed applicants will be called for an interview. The final decision with regard to selection will be made by the Family Health Bureau.

**Deputy Director General (Planning),
Ministry of Healthcare & Nutrition, Colombo 10**