

## ADVERTISEMENT

### Recruitment for the post of Information Communication Technology (ICT) Assistant, for the Child Morbidity and Mortality Unit, Family Health Bureau

#### Duties and responsibilities

- I. Data Management: Accurately input, update, and maintain large volumes of data in digital databases (stillbirth and under five mortality), ensuring data integrity and accessibility. Conduct visits to hospitals across the island to assist with supervision and data collection activities
- II. Coordination: Collaborating with area Medical Officers of Health (MOHs), hospital public health staff, and Maternal and Child Health (MO-MCH) teams to triangulate data of stillbirth and under five mortality, from various sources, including the eRHMS and IMMR systems.
- III. Addressing Data Gaps: Identifying and rectifying inconsistencies or missing information in the reporting of under-five child deaths from hospitals and MOH areas across the country.
- IV. Technical Assistance: Supporting the implementation and ongoing monitoring of the web-based National Child Morbidity and Mortality Surveillance System to ensure effective functionality and usage.

#### Desired qualifications and experience for the post

- I. Educational Qualifications: Diploma or equivalent qualification in Information and Communication Technology (ICT) from a recognized university or accredited institute.
- II. Technical Skills: Proficiency in Microsoft Office applications (Word, Excel, etc.) and web-based systems. Previous experience in managing large volumes of data in digital databases or systems is highly desirable.
- III. Personal Attributes: Hardworking, self-motivated, and capable of working independently or as part of a team. Strong command of English and proficiency in Sinhala and/or Tamil languages. Excellent communication and organizational skills.

#### Duration

Period of Employment: Six (6) months (February 2025 – July 2025).

#### Nature of Work

Employment Type: Full-time.

Place of Work: Child Morbidity and Mortality Unit, Family Health Bureau.

Working Hours: Eight (8) hours per day (8:00 AM – 4:15 PM).

#### Monthly Remuneration: LKR 66750.00

Basic Salary: LKR 48,950.00

Cost of Living Allowance: LKR 17800.00

Candidates are requested to email an updated CV including copies of relevant documents, and contact details to [cmmunitfhb@gmail.com](mailto:cmmunitfhb@gmail.com) before 15 .01.2025.

## **Terms of reference (TOR) for the recruitment of Information and Communication Technology (ICT) Assistant on temporary basis for child morbidity and mortality unit, to assist the Feto-Infant and Under-Five Child Death Surveillance**

### **Background and Justification**

The Child Morbidity and Mortality Unit (CMMU) serves a pivotal role in monitoring and addressing critical issues related to child health, particularly in reducing perinatal and under-five mortality rates. Accurate and timely data collection and analysis are fundamental to the unit's effective operation and to driving evidence-based interventions. Among its primary mandates, the surveillance of feto-infant and under-five child deaths is a core responsibility, aimed at identifying trends, assessing risk factors, and formulating actionable strategies to enhance child health outcomes.

### **Key Activities Under Feto-Infant and Under-Five Child Death Surveillance**

- Monitoring the stillbirth and Under-Five Child Death Surveillance System and facilitating the systematic collection of data.
- Coordinating with area Medical Officer of Health, Hospital Public Health staff, and MO-Maternal and child Health to triangulate data from multiple sources, including the eRHMS and IMMR systems.
- Addressing Data Gaps in the reporting of under-five child deaths from hospitals and Medical Officer of Health (MOH) areas across the country.
- Providing Technical Assistance for the implementation and ongoing monitoring of the web-based National Child Morbidity and Mortality Surveillance System.

### **Rationale for Additional Support**

As a result of continuous and rigorous monitoring, the capture of stillbirth, infant and under-five child death cases has significantly increased. This improvement has led to a corresponding surge in data volume, requiring prompt and accurate entry into the web-based system.

Currently, the unit operates with a limited team comprising one Medical Officer and one Public Health Nursing Sister, both of whom are responsible for a wide range of critical activities. These include birth defect surveillance and strategy formulation, routine surveillance, conducting psychological autopsies for child suicides, and other essential child health-related initiatives.

The increasing workload across these diverse domains has placed a considerable burden on the existing staff, leading to operational bottlenecks and challenges in ensuring the smooth functioning of the surveillance system. This situation underscores the pressing need for



additional human resources to sustain the unit's efficiency, uphold data quality, and support its vital mission of improving child health outcomes.

### **Duties and Responsibilities**

The ICT Assistant will be responsible for:

- **Data Management:** Accurately input, update, and maintain large volumes of data in digital databases, ensuring data integrity and accessibility. Conduct visits to hospitals across the island to assist with supervision and data collection activities.
- **Coordination:** Collaborating with area Medical Officers of Health (MOHs), hospital public health staff, and Maternal and Child Health (MO-MCH) teams to triangulate data from various sources, including the eRHMS and IMMR systems.
- **Addressing Data Gaps:** Identifying and rectifying inconsistencies or missing information in the reporting of under-five child deaths from hospitals and MOH areas across the country.
- **Technical Assistance:** Supporting the implementation and ongoing monitoring of the web-based National Child Morbidity and Mortality Surveillance System to ensure effective functionality and usage.

### **Desired Qualifications and Experience**

Applicants should meet the following criteria:

- **Educational Qualifications:**  
Diploma or equivalent qualification in Information and Communication Technology (ICT) from a recognized university or accredited institute.
- **Technical Skills:**  
Proficiency in Microsoft Office applications (Word, Excel, etc.) and web-based systems. Previous experience in managing large volumes of data in digital databases or systems is highly desirable.
- **Personal Attributes:**  
Hardworking, self-motivated, and capable of working independently or as part of a team. Strong command of English and proficiency in Sinhala and/or Tamil languages. Excellent communication and organizational skills.

### **Duration**

Period of Employment: Six (6) months (February 2025 – July 2025).

### **Nature of Work**

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Place of Work: Child Morbidity and Mortality Unit, Family Health Bureau.

Working Hours: Eight (8) hours per day (8:00 AM – 4:00 PM).

### **Monthly Remuneration: LKR 66750.00**

Basic Salary: LKR 48,950.00

Cost of Living Allowance: LKR 17800.00

**Additional Notes**

The selection process for the ICT assistant will be conducted through interviews, with final decisions made by the Family Health Bureau, Ministry of Health.

The ICT assistant will only be eligible for benefits specified by the Ministry of Health or the funding agency, with no entitlement to additional privileges or claims.

The Director (Maternal and Child Health) reserves the right to amend or adjust the scope of work based on program requirements.

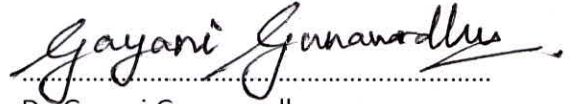
This role provides an opportunity to contribute meaningfully to child health initiatives and work within a dynamic team dedicated to reducing child morbidity and mortality. Applications are encouraged from motivated individuals with the requisite skills and qualifications.



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Director Maternal and Child Health  
Family Health Bureau

Date: 18/12/2023

**Dr. Chandima Siritunga**  
MBBS, MSc, MD Community Medicine  
Director Maternal and Child Health  
Family Health Bureau



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Dr. Gayani Gunawardhana  
Coordinating Consultant

Date : 18/12/2024

**Dr. Gayani Gunawardhana**  
MBBS, MSc, MD Community Medicine  
Child Morbidity & Mortality Unit  
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