**Terms of Reference (TOR) for Measles Rubella Laboratory IT Assistant**

**Position:** Measles Rubella Lab IT Assistant

**Objective:** To efficiently manage the laboratory's Information Management System (MIS), ensuring accurate and timely data entry, analysis, and reporting to support the laboratory's measles and rubella testing and research activities.

**Key Responsibilities:**

1. **Sample Management:**
   * Ensure accurate and prompt receipt of laboratory samples received from field.
   * Perform data entry for all received samples into the Laboratory Management Information System (LMIS) and in MS EXCEL (If required) following established protocols.
2. **Data Entry and Management:**
   * Enter results of tests performed into the LMIS accurately and in a timely manner.
   * Maintain up-to-date records of all laboratory analyses to ensure that data is readily available for reporting and analysis.
   * Address and complete the backlog of samples not currently logged in the MIS, ensuring all historical data is accurately captured.
3. **Laboratory Result File Management:**
   * Organize and maintain electronic and paper files of laboratory results.
   * Ensure confidentiality and integrity of laboratory data through effective file management practices.
4. **Report Creation and Generation:**
   * Generate accurate and timely laboratory reports from LMIS for internal and external stakeholders.
   * Facilitate the creation of customized reports as required, utilizing data analysis and visualization tools like PowerPoint etc.
5. **Data Analysis Support:**
   * Assist in the periodic data analysis for the laboratory component, providing insights and identifying trends in measles and rubella testing.
   * Utilize data analytic tools to support evidence-based decision-making processes.
6. **MIS System Management and Improvement:**
   * Provide technical support in testing and operationalizing MIS systems.
   * Collaborate with MIS developers to identify and bridge gaps in the MIS, ensuring the system meets the laboratory’s evolving needs.
   * Conduct regular maintenance and updates of IT equipment and software to ensure optimal performance and security.
7. **Capacity Building and Training:**
   * Stay informed on best practices in MIS management and laboratory information systems.
   * Train laboratory staff on new MIS features and data management protocols as necessary.
8. **Other duties:**
   * Perform any other duties related to IT support within the laboratory as assigned by the supervisor.
9. **Technical Skills and Knowledge:**
   * Proficiency in Microsoft Office Suite, particularly MS Word and MS Excel.
   * Competence in data analysis tools and techniques.
   * Basic knowledge of website development and maintenance.
   * Experience in testing, running, and managing MIS Systems.
   * Ability to identify system inefficiencies and recommend improvements.

**Qualifications:**

* A degree or diploma in IT, or a related field .
* Experience in laboratory information systems.
* Previous experience in a laboratory setting is preferred.
* Strong analytical skills and attention to detail.
* Excellent communication and interpersonal skills.

**Reporting:** The Measles Rubella Lab IT Assistant will report to the Laboratory Manager or designated supervisor.

**Evaluation:** Performance will be evaluated based on the efficiency and accuracy of data management, contribution to system improvements, and overall support to the laboratory’s information management needs.