

## JOB DESCRIPTION

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Job:	Data Reporting Associate
Job Holder:	
Reports to:	Board of KHUCS; IHS project
Accountable to:	Board of KHUCS

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### 1. PURPOSE

The primary function of the Kosovo Hospital and University Clinical Service (KHUCS) is to manage, monitor, and supervise the healthcare services delivered by the Secondary Health Care facilities – the General Hospitals. The board of KHUCS serves as the highest governing body for establishing policy and providing oversight for the institution of KHUCS. Considering this responsibility, the Board of KHUCS is requesting temporary technical assistance to enable an analyses process targeting health services provided at secondary level to ensure an evidence-based decision-making process to improve performance and increase efficiency of each general hospital. The following section elaborates the specifics of this position concerning the tasks to be completed and the eligibility criteria to adhere to.

### 2. JOB SUMMARY

To support the Board of KHUCS in a wide and predefined array of tasks that mainly consists in accessing, collecting, managing, and analyzing service delivery statistics from secondary and tertiary level of care. Furthermore, this position will assist with compiling accurate statistics and analysis reports from hospitals, calculating essential indicators that demonstrate the performance and efficiency of secondary-level healthcare institutions.

This position will have a maximum duration of 6 months, not extendable.

### 3. MAIN ASSIGNMENTS

- Provide inputs, data, information, and statistics needed to develop the list below with key indicators required to evaluate the overall performance and efficiency of the hospital :
  - Bed occupancy rate
  - Average duration of hospital stays
  - Overall number of visits
  - Overall number of services delivered
  - Waiting lists
  - Overall number of transferred/referred visits
- Utilize and revise pre-developed databases to standardise the data collection process from hospitals, and reciprocally share the corresponding analyses derived from these data with the hospital management boards;
- Supervise and evaluate the quality of data received from hospitals, and provide guidance to the data specialists at hospital level to address any necessary improvements;
- Create reports/presentations on the assessment of individual and comprehensive hospital healthcare services, emphasize essential findings/conclusions, and oversee the execution of agreed-upon corrective measures;
- Adhere to scheduled reporting to the IHS project, following a predefined formatting and timeline;
- Participate and contribute to KHUCS Board meetings in compliance with any additional tasks related to the above list of responsibilities.

### 3. ESSENTIAL AND KEY COMPETENCIES (SELECTION CRITERIA)

- University Degree preferably in Public Health, Business Administration or related fields. Additionally, candidates with a Master's degree or equivalent qualification in health domain are preferred and encouraged to apply;
- Minimum 3 years of experience in policy development domain, within the area of public healthcare institutions in Kosovo;
- In-depth knowledge of the health system's structure, operations, existing challenges, and the legal framework governing its functioning;
- The current employer of the candidate does not have any conflicting interests with KHUCS, which could compromise the integrity of the arrangement;
- Work experience with Ministries and decentralized public authorities;
- Good written and oral skills in English and Albanian; and
- Information and communication skills, and ability to produce high quality technical reports and excellent presentation skills.

This is a consultant type position and is open only to national experts.

The time commitment, as well as the duration (up to a maximum of 6 months) of work arrangement will be discussed and finalized with the candidate during the interviewing process.

Qualified applicants should email: 1) Curriculum Vitae; and 2) Letter of Interest for this position to the email address: [info@ihsproject.org](mailto:info@ihsproject.org)

The closing date for submission of applications is **20 August 2023**.

Only short-listed applicants will be contacted for interviewing purposes.