**JOB DESCRIPTION**

**MENTAL HEALTH INFORMATION OFFICER**

**MENTAL HEALTH UNIT**

**MINISTRY OF HEALTH**

**POSITION: Mental Health Information Officer**

**REPORTS TO:** The Manager, Mental Health

**JOB SUMMARY:** To provide support to the Manager- Mental Health in the execution of data collection and analysis activities

**Duties and Responsibilities**

* Collects and analyses all statistical data on trends in mental health status.
* Prepares tables and analytical reports from statistical mental health data.
* Ensures the dissemination of Annual statistical reports and other publications or data sets.
* Develops and administers questionnaires, surveys and other data collection instruments to mental health institutions.
* Examines correlations and associations between socio demographic characteristic and mental health status indicators and assesses the factors that affect the mental health status of the population.
* Engages in field work for mental health needs assessment at the primary level.
* Updates a national database of mental health statistics.
* Organizes and executes programs of research for use as inputs into mental health policies and programs.
* Assists in the co-ordinating, planning and administration of project activities.
* Represents the Manager – Mental Health at internal and external meetings.
* Performs any other related duties that may be assigned.

**Knowledge, Skills and Abilities**

* Ability to prepare and present complex technical reports in a clear and concise manner.
* Ability to establish and maintain effective working relationships with team members and the public.

**Minimum Qualifications, Education and Experience**

* BSc Degree in Sociology or other related field.
* Training in the use of statistical software such as SPSS, Epi, Info. Etc.