

# GLOBAL PROGRAMS for Research & Training

Affiliate of the University of California, San Francisco

## Vacancy Announcement

### Data Clerks – 30 Positions

Based in Muhoroni/Kisumu Sub-Counties

Closing: 12 January 2018

The University of California San Francisco (UCSF) and Kenya Medical Research Institute (KEMRI) are Collaborating in the implementation of the family Aids and education Services (FACES) program. The community health initiative (CHI), a project under FACES is aimed at providing multi disease services including testing and linkage to care and treatment for newly diagnosed individuals. The program entails community mapping, household census, multi disease community health campaigns (CHC) and home based HIV Testing services (HTS). These novel population based approach to involve community mobilization through the engagement of key community opinion leaders and social marketing practices. These positions require nine months commitment.

#### The Position

The organisation is seeking to employ 30 data clerks who will perform various data management functions focusing on retrieval and organizing data logs, entering and cleaning of data into computer system and filing of the data logs for future use.

#### Roles & Responsibilities:

- Ensuring timely and accurate data entry into the computer system.
- Cleaning and ensuring completeness of the electronic and hardcopy data logs
- Assist in setting up and management of the databases
- Assist in the compilation of the data logs
- Ensure all data (Soft and hard copy) is documented and filed appropriately.
- Query data inconsistencies on the data logs from the relevant sources.
- Maintaining data security and confidentiality
- Work closely with the Assistant Data Manager and other staff engaged in the project to ensure data integrity.

- Provide progress reports as well as report problems encountered in the field to the assistant Data manager.
- Participate in monthly project team and Review meetings.

### **Qualification and Experience**

- Minimum of O level Certificate (KCSE Minimum grade C-) or its equivalent
- Certificate in computer operation packages (Ms. Word, Ms. Excel, Ms. PowerPoint and Ms. Access)
- At least One year Experience in data entry using Microsoft Access and excel
- Previous experience in HIV-related research an added advantage

### **Desired qualities**

- Understanding of the importance of quality and timely data.
- Ability to work independently with minimum supervision
- Ability to maintain confidentiality with medical records and observe good clinical practice
- Good typing and data entry speed.
- Ability to work well with others in a team
- Ability to be flexible in learning and applying new ideas in data management.
- Exceptional eye for detail.
- Currently reside in or be willing to relocate to the above named Sub-counties

### **To Apply:**

Qualified Kenyan nationals are encouraged to apply.

All applicants must address each selection criterion detailed in the **minimum requirements** above with specific and comprehensive information supporting each item. All applications must include the following:

- Cover letter
- Current CV with names and telephone numbers for three referees
- Copies of academic and professional certificates
- Salary history

Applications must be sent by email to [HR.Kenya@ucglobalprograms.org](mailto:HR.Kenya@ucglobalprograms.org) with the email subject **CHI Data Clerks** by end of day **Friday, January 12, 2018**.

Only short-listed candidates will be contacted.