

JOB DESCRIPTION

Job Title: DATA CLERK			
Department:	Monitoring, Evaluation and Learning	Reports to:	Monitoring and Evaluation Officer
Indirect Reportees: Volunteers and Interns			
<p>Job Purpose:</p> <p>Data clerk will be responsible for organizing, entering, and maintaining an updated TB contact tracing database and ensuring its' accuracy. They will generate reports and as well as manage the physical files of the project records. Accuracy and attention to detail are crucial in this role, as you'll be dealing with large volumes of information..</p> <p>MAIN AREAS OF RESPONSIBILITY</p> <ol style="list-style-type: none"> Data entry and management <ul style="list-style-type: none"> • He/she is responsible for verifying TB contact tracing forms/data for completeness and accuracy before its' entered in the data base. • Undertake data analysis tasks and support other project team members in accessing and utilizing data effectively. • Ensure that all the project files are updated with all activity reports, copies of activity attendances and all supporting documents. • He/ she will be responsible for inputting all TB contact tracing data submitted by the TB contact tracing officers into the data base and other spreadsheets. Records management and Reporting <ul style="list-style-type: none"> • He/she will be responsible for arranging records including establishment of a filing system both physical and digital in a systematic manner, ensuring easy retrieval when needed. • Continuous updating project files as needed for compliance with the standards stated in the project agreement. • He/she will manage access to records, ensuring that only authorized individuals have the necessary permissions to view or modify sensitive client's information by setting up user permissions and maintaining security protocols to protect confidential data. • Participate in developing weekly, monthly, quarterly and annual project reports. Audit and Compliance: <ul style="list-style-type: none"> • He/she will assist in audits of records management practices to ensure compliance with grant agreement specifications. • As and when required provide training and support to other staff members on records management best practices, including how to properly handle and store records to maintain their integrity and security. • Work with the M&E Officer to offer technical support to TB Contact tracing officers undertake quarterly support supervision to high volume distant facilities for data verification. • In collaboration with the TB contact tracing officers support the finance officer to process monthly facilitation of VHTs' & Health Workers who undertake TB contact tracing activities. • Carryout any other duties assigned by the supervisor or any other duly authorized staff. 			

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Qualifications:

- Should hold a Bachelor's degree in Monitoring & Evaluation, Statistics or any related qualifications.
- Proficiency in basic computer skills such as using word processing software, spreadsheets is required.

Job related experience and knowledge:

- Experience in handling large volumes of data, using data systems and familiarity with Microsoft Access is beneficial.
- At least 1 year's working experience in data collection, collation and / or management
- NGO and research experience is an added advantage
- Good oral and written communication skills.
- Previous experience of project support is essential.