



USAID TUMIKIA MTOTO PROJECT
VACANCY *RE-ADVERTISEMENT*: DATA ASSISTANT DREAMS PROJECT

JOB SUMMARY:

The Data Assistant is primarily responsible for data entry of DREAMS Data into DREAMS Data Base. The role also includes continuous data cleaning, verification, validation and updating of the DREAMS database as guided by the MEL officer

DUTIES AND RESPONSIBILITIES:

- a) Ensure proper filling system is in place in accordance with TUMIKIA MTOTO file management SOP
- b) Receive completed forms, verify and validate for completeness, accuracy and integrity
- c) Enter data from Service uptake form into DREAMS database
- d) Update existing data whenever required
- e) Retrieve data from the database or electronic files as requested
- f) Perform regular backups to ensure data preservation
- g) Sort and organize paperwork after entering data to ensure it is not lost
- h) Verifying and keying in data in TUMIKIA MTOTO Database
- i) Help in retrieval and storage of DREAMS files accordingly and whenever required during DQAs and SIMS exercise
- j) Provide data for and participate in monthly data review meetings at LIP level
- k) Perform regular data cleaning to ensure quality OVC data in CPMIS

IDEAL CANDIDATE

- A Mature Christian and a person of integrity.
- Bachelor's degree in Computer Science, M & E, Health records or other related specialized training
- At least 2 years of relevant IT experience with proven experience as data entry clerk
- Familiarity and experience with DREAMS Data base and DREAMS programming
- Data entry & data cleaning experience in DREAMS
- Awareness about child safeguarding practices
- Fast typing skills; Knowledge of touch-typing system is strongly preferred
- Working knowledge of office equipment and computer hardware and peripheral devices
- Basic understanding of databases
- Positive attitude & an open mind
- Demonstrates diplomacy, flexibility, and resourcefulness
- Excellent communication and public relations skills
- Excellent organizational skills, team work and ability to prioritize tasks in a timely manner
- Candidate willing to work in either Nairobi or Kiambu Counties.

The suitable candidate is expected to email their application letter, updated CV, and testimonials to humanresources@beaconafrica.org and MUST cc info@beaconafrica.org on or before **Wednesday 15th February 2023**. *Only short-listed candidates will be contacted.*