



# Cheer Up Program

Restoring Hope to Orphans & Vulnerable Children

P.O. BOX 33-00220, KIJABE  
Tel: 0724 780807/0786382595  
Email: [cheerupfbo@gmail.com](mailto:cheerupfbo@gmail.com)

## JOB VACANCY

**Date of Release – 1<sup>st</sup> February, 2023**

**Closing Date – 15<sup>th</sup> February, 2023**

CHEER UP PROGRAM (CUP) is a child focused charitable organization. With over 18 years of experience, and inspired by our Christian faith, our focus is on helping the most vulnerable children and their families to improve the quality of life in society by transforming lives, empowering communities, providing leaderships, promoting collaboration with GOK and other stakeholders in responding to poverty, HIV and other public concerns.

We wish to recruit suitable professionals to the following open position for USAID *Tumikia Mtoto* DREAMS project in Kiambu County, Ruiru Sub County.

### **1. POSITION: DATA ASSISTANT (1 Post)**

#### **Purpose of the position**

The DREAMS Data Assistant will support the M&E manager in design, implementation and review of the project's monitoring and evaluation interventions, collection of primary Data from the field and in putting into the reporting systems, addressing the M&E capacity gaps identified, track performance and inform programming.

#### **DUTIES AND RESPONSIBILITIES**

- Ensure proper filling system is in place in accordance with TUMIKIA MTOTO file management SOP
- Provide monitoring and evaluation capacity building, train Mentors, facilitators and implementing level staff on indicators, data collection tools and processes, and reporting.
- Receive completed forms, verify and validate for completeness, accuracy and integrity
- Enter data from Service uptake form into DREAMS database
- Update existing data whenever required
- Retrieve data from the database or electronic files as requested
- Perform regular backups to ensure data preservation
- Sort and organize paperwork after entering data to ensure it is not lost
- Verifying and keying in data in USAID TUMIKIA MTOTO Database
- Help in retrieval and storage of DREAMS files accordingly and whenever required during DQAs and SIMS exercise
  
- Provide data for and participate in monthly data review meetings at LIP level
- Perform regular data cleaning to ensure quality AGYW data in DREAMS DATABASE
- Support in internal documentation and provide technical support to the field personnel in collation, analysis, interpretation and utilization of the program data.
- Perform any other duties as assigned by the supervisor

## **QUALIFICATIONS, SKILLS AND EXPERIENCE**

- A Bachelor's Degree in Information Technology/Monitoring & Evaluation/Public Health/ Health Records/Computer Sciences/Statistics or related field
- A minimum of two years of relevant experience in Information Technology and analytical work. Experience in monitoring and evaluation preferred.
- Familiarity and Working knowledge with DREAMS Database and DREAMS Programming
- Data entry and data cleaning experience in DREAMS
- Fluency in PEPFAR's DREAMS M&E and results framework and up-to-date knowledge of PEPFAR indicators
- Good understanding of PEPFAR/MOH/MGLSD reporting requirements, expectations and Tools.
- Excellent interpersonal and communication skills.
- Basic understanding of databases
- Awareness on child Safeguarding practices and policies
- Fast typing skills; knowledge of touch-typing system is strongly preferred
- Working knowledge of office equipment and computer hardware and peripheral devices
- Positive attitude & an open mind
- Demonstrates diplomacy, flexibility, and resourcefulness
- Excellent communication and public relations skills

## **HOW TO APPLY**

### **Interested candidates should submit their:**

- Cover letter and detailed CVs (together with names of three professional referees)
- Current Certificate of Police clearance (if available)
- Recommendation letter from your pastor
- Reliable telephone/contact numbers
- Clearly indicate the job title/position applied on the Email subject

### **Applications should be addressed to:**

The Human Resource Manager, Cheer Up Program.

Email: [recruitment.cheerupprogram@gmail.com](mailto:recruitment.cheerupprogram@gmail.com) to reach us not later than 15<sup>th</sup> February, 2023 midnight.

Only short-listed candidates will be contacted.