



African Gender and Media Initiative Trust
Advancing Gender Equality through Research and Action on Women's Human Rights

Data Clerk

African Gender and Media Initiative (GEM) is a cutting edge not for profit organization that works to advance gender equality through research and action on women's human rights. GEM brings together women experts in women's human rights issues specifically women's health, sexual and reproductive rights, gender-based violence, media, advocacy and research.

GEM seeks to recruit a Data Entry Clerk who shall provide administrative and technical assistance in the management of data, under the Global Fund Programme. Working under the Monitoring, Evaluation and Learning (MEL) Officer, the data clerk will contribute to the implementation of the programme and will be working in close collaboration with project staff and stakeholders.

Reports to: Monitoring Evaluation and Learning Officer

Duties and Responsibilities

- Compile, sort, and verify accuracy of data.
- Conduct timely data entry from the source documents into the online data management and reporting systems following prescribed formats.
- Work with the MEL officer to ensure that data is routinely backed up, and uphold maximum data confidentiality
- Support routine field-based data collection exercises and participate in the planning and review meetings held with community resource persons engaged by the program.
- Keep track of received data and source documents
- Support the monthly, quarterly, and semi-annual data reporting processes in accordance with the program's indicators and reporting requirements.
- Effectively communicate to the MEL Officer and/or their designate on the emerging issues on the data tools, data management and indicators.
- Support the data quality improvement, assurance and management functions in the project.
- Participate in routine data quality assessments in project sites.
- Maintain privacy, security and confidentiality of program data and related documents
- Update and or retrieve data from the databases or electronic files upon request
- Carry out any other duty assignment as may be assigned.

Knowledge and Skills

- Competency in Microsoft office packages especially Excel, Word and PowerPoint
- Fast typing skills: knowledge of the touch-typing system is strongly preferred
- Basic understanding of databases
- Experience or strong knowledge on data management practices.
- Good organizational skills.
- Good command of English and Kiswahili, both oral and written
- Working knowledge of office equipment and computer hardware and peripheral devices

- Positive attitude and open minded with strong analytical and listening skills.
- Demonstrates teamwork, flexibility, resourcefulness, integrity and is ready to learn.

Qualifications and Experience:

- Minimum of Diploma in IT, Health Records, Informatics, biostatistics, behavioural and social sciences, or any other related discipline.
- At least 1 year experiences in data management.
- Experience in data management of health data will be an added advantage.

How to Apply:

Applicants who meet the requirements stated above should send their application letter and detailed CVs indicating 3 referees. Two of whom should have been direct supervisors to: recruitment@gem.or.ke with

Position Applied on the Subject line, **on or before 18th January 2023**.

Candidates **MUST** indicate their Current and Expected salaries.

Only shortlisted persons will be conducted for interviews.