



DATA ASSISTANT

REF No: DATA/ASST/10/2024

Tujitegemee is a five-year program under Kenya Health Partnerships for Quality Services (KHPQS) funded by USAID PEPFAR to implement OVC & DREAMS Programs in coastal region counties of Kilifi and Mombasa by Ananda Marga Universal Relief Team (AMURT). Tujitegemee is currently in year 5 of implementation and aims at increasing access and Demand for Quality HIV Prevention Services and increasing access to Quality Health and Social Services among OVC/DREAMS and their families.

AMURT wishes to recruit 2 data Assistant who will be based in Mwakirunge and likoni Mombasa County to support data entry in OVC/DREAMS data base.

Responsibilities

- Ensure that all final data is compliant with all OVC/DREAMS reporting requirements before entering it into the database and filing.
- Enter approved, correct data into the OVC/DREAMS database per set time frames to meet reporting requirements.
- Facilitate ward level review meetings
- Conduct basic identification of data quality gaps and guide the data clerks accordingly.
- Conduct monthly verification of source documents.
- Ensure all OVC/AGYW files are complete with all the documentation and ensure filing is done according to the SOP.
- Provide weekly performance data, and analysis, and discuss with the program team.
- Support the M&E team in SIMS and PEPFAR/OGAC site visit preparations by conducting DQA checks.
- Provide feedback on data submission processes to ensure processes are streamlined and required information is being submitted per set time frames.

- Conduct regular reviews of program data to enable the team to identify whether targets are being met and take immediate corrective actions.
- Execute data quality audits using DQA tools and ensure follow-up is complete.
- Any other responsibility as will be assigned by the supervisor.

Qualifications

- Must have at least diploma Certificate in applied statistics or relevant field. Degree will be an added advantage
 - Must have a certificate in computer with at least one-year experience in Data Entry.
 - Must be between ages 25– 35 years and be a resident of Mombasa
 - Must be very dependable and detail Oriented in matters concerning work
 - Commitment to work to beat deadlines is a MUST!
 - Experience in working with the OVC/DREAMS database will be an added advantage.
- All applicants should urgently use this link <https://recruitment.amurtafrica.org>, fill in their details, and submit the application by 15th October 2024 before the close of business hours. Only short-listed candidates will be contacted as interviews will be done on a rolling basis. Canvassing will result in automatic disqualification.
- “AMURT is committed to zero tolerance on all forms of violence and discrimination against children, beneficiaries, and staff”.