

VACANCY ANNOUNCEMENT

JOB TITLE	Data Clerk
LOCATION	Kenya
ORGANISATION DESCRIPTION	<p>North Star Alliance is a young and innovative public private partnership that in the process of scaling from a start-up to a mature entity.</p> <p>Our mission is to provide quality healthcare to mobile workers and the communities they interact with.</p> <p>We focus on high-impact diseases and primary health care, our growing network of clinics provide access to health promotion, prevention, testing and treatment services to mobile and other hard-to-reach populations.</p> <p>Our values are: Integrity, Entrepreneurial spirit, Quality and People matter.</p>
JOB DESCRIPTION	<ul style="list-style-type: none"> • Manage and organize client files at the service sites • Accurately enter data into various data-bases. • Identify and correct data entry errors using appropriate quality control methods. • Prepare relevant reports as needed. • Work with the M & E Officer on DQA and other data matters • Provide general data entry support across the program.
QUALIFICATIONS	<ul style="list-style-type: none"> • Kenya Certificate of Secondary Education Grade C or higher. • Certificate in IT/Health records and Information. • Working knowledge of Microsoft Office. • Ability to enter data into a computer quickly and accurately. • Strong attention to detail and ability to think analytically. • Excellent communication skills. • At least 6 months' data entry experience. • Experience in Key population & HIV data management is additional advantage. • Experience working with USG funded projects desirable.
ADDITIONAL INFORMATION	<p>Position: One-year renewable contract with possibility of extension based on performance</p> <p>Location: Kenya</p> <p>Reports to: The Site Coordinator</p> <p>Start date: Immediately</p> <p>Language: English</p>

Applications to include a cover letter, Curriculum Vitae, academic and other certificates (indicating your expected salary) and sent to the email below by close of business on Friday, 31st December 2021.

Email: east.africa.office@northstar-alliance.org

Only shortlisted applicants will be contacted.