

## VACANCY ANNOUNCEMENT

<b>JOB TITLE</b>	Data Clerk ( 3 posts)
<b>LOCATION</b>	Uasin Gishu, Makueni and Nakuru County
<b>ORGANISATION DESCRIPTION</b>	<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>
<b>JOB DESCRIPTION</b>	<ul style="list-style-type: none"> <li>• Manage and organize client files at the service sites.</li> <li>• Accurately enter data into various data-bases.</li> <li>• Identify and correct data entry errors using appropriate quality control methods.</li> <li>• Prepare relevant reports as needed.</li> <li>• Work with the M &amp; E Officer on DQA and other data matters.</li> <li>• Provide general data entry support across the program.</li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Kenya Certificate of Secondary Education Grade C or higher.</li> <li>• Certificate in IT/Health records and Information.</li> <li>• Working knowledge of Microsoft Office.</li> <li>• Ability to enter data into a computer quickly and accurately.</li> <li>• Strong attention to detail and ability to think analytically.</li> <li>• Excellent communication skills.</li> <li>• At least 6 months' data entry experience.</li> <li>• Experience in Key population &amp; HIV data management is additional advantage.</li> <li>• Experience working with USG funded projects desirable.</li> </ul>
<b>ADDITIONAL INFORMATION</b>	<p>Position: One-year renewable contract with possibility of extension based on performance</p> <p>Location: Uasin Gishu, Makueni and Nakuru County</p> <p>Reports to: The Site Coordinator</p> <p>Start date: Immediately</p> <p>Language: English</p>

**Applications indicating the county of choice, a cover letter, and Curriculum Vitae should be sent to the email below by close of business on Wednesday, 8<sup>th</sup> June 2022.**

**Email: [east.africa.office@northstar-alliance.org](mailto:east.africa.office@northstar-alliance.org)**

*Only shortlisted applicants will be contacted.*