JOB ADVERTISEMENT

The Academic Model Providing Access to Health Care (AMPATHPlus) is a project under the auspices of Moi University College of Health Sciences and Moi Teaching and Referral Hospital (MTRH) whose aim is to provide sustainable efforts in access to health care. In addition to the MTRH site, AMPATH also supports the Ministry of Health in eleven (10) Counties of Western and North Rift Kenya Region, with a catchment population of an estimated 6 million people.

Applications are invited for the following vacant position in the AMPATHPlus HIV Service Delivery Program under the Orphans and Vulnerable Children (OVC) component.

POSITION: DATA ASSISTANT- OVC (1 POST)
SITE: UASIN GISHU
JOB GROUP: H

Duties and responsibilities
Reporting to the OVC M&E Officer and the Facility in-charge, the successful candidate will among others be responsible for the following:-

- Undertake a wide range of standard data processing tasks including data input, production of reports and specifically data entry into Child Protection Management Information System (CPMIS).
- Ensure timely data entry for OVC reports as per reporting calendar.
- Provide feedback to the M&E Officer regarding quality assurance of data, detected functionality issues and corrective action needed in the CPMIS.
- Assist Social Worker in maintaining proper OVC filing system in the office that can ease retrieval of hard copy documents.
- Maintain tracker for OVC reports from CHVs.
- Conduct data mining from CPMIS, analyse and disseminate to program staff and CHVs in order to promote data use.
- Conduct data quality checks on reports submitted and liaise with Social Worker and CHVs to take appropriate actions.
- Participate in routine data quality assessments and track implementation of improvement actions.
- Facilitate capacity building for CHVs on OVC data quality.
- Perform any other duties as may be assigned from time to time.
Qualifications and experience

- Diploma in Information Technology/Computer Science/Statistics.
- Excellent interpersonal and communication skills.
- Minimum of two years' experience in data entry in a health related field.
- Computer proficiency in MS Word, Excel, PowerPoint, Access.
- Experience working with related Management Information Systems is desirable.
- Working knowledge of and practical experience using CPIMS will be an added advantage.

Terms of Employment
The successful candidate will be employed on 1-year contract terms with a competitive salary and allowances. Candidates who meet these requirements and are interested should submit their applications, copies of certificates together with detailed Curriculum Vitae giving details of their current remuneration on or before 1st December, 2020 to the address below:

The Chief of Party
AMPATHPlus Program
P.O. Box 4606-30100
ELDORERT

"AMPATH is an equal opportunity employer and is committed to child safe guarding."

Please note only shortlisted candidates shall be contacted.