



The National Family Planning Board-Sexual and Reproductive Health Agency, A Statutory Agency of the Ministry of Health is seeking to identify a motivated, result-orientated and qualified professional to fill the following vacancy:

DATA ENTRY CLERK- MIS/IT 1

The incumbent will report to the Monitoring & Evaluation Officer. He/she will be responsible for inputting, uploading or scan data in the relevant databases to facilitate the monitoring and evaluation functions of the organisation.

RESPONSIBILITIES:

Technical / Professional Responsibilities

1. Assist with the gathering/collation of data and data collection forms from various sources.
2. Perform validation and verification of data entry forms with documentation of findings.
3. Perform duplication checks on data entry forms.
4. Perform data entry in several different databases including highly confidential information.
5. Maintain filing system for data entry forms.
6. Perform simple systems administration duties such as backing databases, internet search, antivirus updates etcetera.
7. Test newly developed database systems.
8. Perform general office administrative duties such as taking messages, preparing reports, liaising with other components staff.

Required Competencies:

Core

- Good oral and written communication skills
- The ability to work in confidential environment.
- Good interpersonal skills
- Good teamwork

Technical

- Ability to work with details
- Excellent computer skills

Minimum Required Education and Experience

- A minimum of 3 GCE/CXC or equivalent (inclusive of English language)
- Computer literacy: working knowledge of Microsoft word, access and excel

Applications should be emailed to nfpbapplications@jnfpb.org to the attention of the (Acting) Director, Human Resource Management and Administration no later than **May 12, 2017**.

We thank all candidates for responding, however, only short-listed applicants will be contacted.