



Working with



VACANCY ANNOUNCEMENT: REF VN018

Job Title	Temporary Data Entry Clerk
Job Location	Emali Dedicated Children's Agency - Emali
Reports to	Systems and Database Administrator
Duration	Between 10 and 15 Days

Emali Dedicated Children Agency (EDCA) is a Community Organization working with ChildFund towards helping the Deprived; Excluded and Vulnerable children have the capacity to improve their lives and the opportunity to become young adults, parent and leaders who bring lasting and positive change in their communities. The organization is looking for self-driven individuals who want to exercise their abilities and knowledge out of heart to serve children and the community, for the following Job Opportunity to be based in the Emali Office.

BASIC FUNCTIONS:

Working closely with the **Systems and Database Administrator**, the Data entry clerk is responsible for organizing, entering data into computer systems and filing data/source documents appropriately. S/he will be required to maintain data confidentiality and integrity for the project data as directed.

ESSENTIAL JOB FUNCTIONS: DUTIES AND RESPONSIBILITIES

1. Entry of program data into program databases to meet program requirements,
2. Updating program databases and other relevant computer files timely,
3. Responsible for ensuring data quality is maintained during entry,
4. Supporting the Systems and Database Administrator in data cleaning,
5. Providing basic data summaries as required from time to time,
6. Filing program records and reports appropriately,
7. Maintaining data confidentiality and security
8. Other duties as assigned by supervisor from time to time

REQUIREMENTS: KNOWLEDGE, SKILL AND ABILITIES

1. Experience in data entry,
2. Typing speed of about 40 words per minute,
3. Possess a keen eye for detail,
4. Ability to work under pressure and adhere to strict deadlines,
5. Understanding of importance of quality and timely data,
6. *Ability to work independently with minimum supervision*
7. Demonstrated team player
8. Good communication and interpersonal skills
9. Good planning and organizational skills
10. Demonstrated good typing speed

MINIMUM REQUIREMENTS STANDARDS:

- KCSE Certificate or above
- Computer Skills.

- **At least 2 years' experience** in data entries management
- Good organization and communication skills

Interested and qualified candidates may submit their letters of application, updated Curriculum Vitae (maximum 2 pages) with daytime contacts, a list of three (3) referees including their phone contacts and email quoting the vacancy number, current and expected salary to: hr@emalidca.org

NB:All applications should be sent through the above email.

THE PC
EMALI DEDICATED CHILDREN'S AGENCY
P.O. BOX 249
EMALI

Deadline for applications is 2nd October 2017. Only short listed candidates will be contacted.

EMALI DEDICATED CHILDREN'S AGENCY