



Working with



**29th November 2018**

**VACANCY ANNOUNCEMENT: REF CVS/M&E 011**

<b>Job Title</b>	Data Management assistant
<b>Job Location</b>	Emali Dedicated Children's Agency - Emali
<b>Reports to</b>	SRC
<b>Duration</b>	Between 15 and 20 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.

Emali Dedicated Children's Agency is looking for **Data Management Assistants** to conduct child verification and Monitoring & Evaluation level two data.

**BASIC FUNCTIONS:**

Working closely with the [Sponsor Relations Coordinator](#), the Data Management Assistant is responsible for organizing, **conducting interviews** and **entering data** into computer systems using **tablets** 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 using **tablets**,
2. Responsible for ensuring data quality is maintained during entry,
3. Supporting the Sponsor Relations Coordinator in data cleaning,

4. Providing basic data summaries as required from time to time,
5. Filing program records and reports appropriately,
6. Maintaining data confidentiality and security
7. Other duties as assigned by supervisor from time to time

**REQUIREMENTS: KNOWLEDGE, SKILL AND ABILITIES**

1. Experience in data entry and conducting interviews,
2. **Must be computer literate,**
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:**

- Professional diploma or degree or any other relevant qualification preferably early childhood or and community health courses.

Interested persons should send their letter of application and CV with contact details to:

The PC, Emali Dedicated Children's Agency P.O BOX 249-90121 Emali or send to [hr@emalidca.org](mailto:hr@emalidca.org) on or before **Thursday 6<sup>th</sup> December 2018**

***NB: All applications should be received through email***