**ARIEL GLASER
PEDIATRIC AIDS
HEALTHCARE INITIATIVE**

An affiliate of the Elizabeth Glaser Pediatric AIDS Foundation

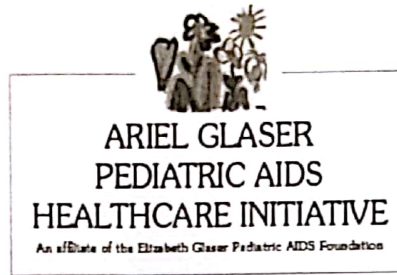10 NOV 2017

VACANCY ANNOUNCEMENT- DATA CLERKS

The **Ariel Glaser Pediatric AIDS Healthcare Initiative** (AGPAHI) through the BORESHA Project funded by CDC, Works with Tarime Town Council to provide the HIV/AIDS comprehensive care service. These services includes, CTC, PMTCT, HTS and TB/HIV

To facilitate these activities AGPAHI in collaboration with Tarime Town Council is planning to recruit data clerk to support quality data collection to ensure monitoring of the project.

JOB TITLE: Data Clerk
REPORTS TO: Facility in charge
**LOCATION: Bumbuli DC**

Job Summary

The Data clerk will support all data entry activities at the assigned facilities. He/ She will make sure that quality data are obtained at any time required and all reports are available and copies submitted to DACC and Data Management officer, furthermore Data clerk will support to the Service providers at the facility to make sure that the quality of service is improved by providing expertise in data demand and information use at the facility level.

JOB DESCRPTION

Assist the site with implementing and maintaining an adequate filing system which will facilitate the data entry;

- Daily run the CTC2 database built-in checks for data cleaning; be responsible for running outputs and cross-checking with the original data source to ensure accuracy
- Conducting internal/facility data quality assessments and developing data quality improvement plans related to facility reports and their data sources
- Ensure timely entry of patients' data from files/CTC2 cards into CTC2 database, within one day after reception of the files from the clinician.
- Ensure that a weekly backup is made on either a partitioned hard drive or a separate hard drive.
- Ensure that the provided IT equipment are operating well all the time;
- Daily update of virus protection;
- Collaborate with the CTC coordinator and finance staff to ensure that funds provided for IT maintenance and internet are timely used for the right purpose.
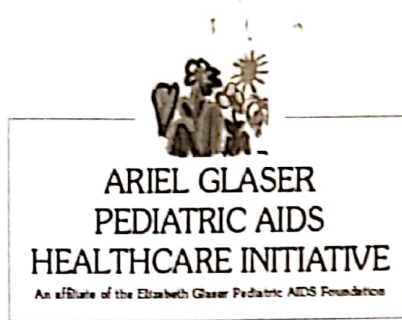
REQUIRED QUALIFICATIONS

- Certificate/ Diploma in in IT or statistics, records management, electronic medical records (EMR), Advanced Diploma/ Degree is an added advantage
- 1 – 3 years of experience working with data management
- Experience of working with health data
- Experience of working with service providers and client level data
- Experience of using DHIS2, MS Excel, MS Access, Epi-info, SPSS, and other types of Software will be an added advantage

SKILLS AND ABILITIES

- Be able to reach deadlines;
- Be able to work independently and take initiative;
- Be able to provide adequate feedback to clinicians and any other relevant stakeholder;
- Keyboarding speed is useful, but accuracy is essential.

Agpahi is an equal opportunity employer. Every qualifying candidate is encouraged to apply.To apply for the position send CV, Copy of certificates and application letter to

Town Director,
T.ARUME.Town Council,
P. O. BOX ..45.........

DEADLINE TO SUBMMIT REQUEST

28 / 11 / 2017