



Research, Care and Training Programme – Family AIDS Care & Education Services (RCTP-FACES)

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Data Collector Vacancy -Electronic Maternal Child Health Record (eMCHR Project)

Data Collector -3 Positions

Opening Date: 06-07-2018

Closing Date: 20-07-2018

Research Care and Training Program-Family AIDS Care and Education Services (RCTP-FACES) is a local Non-Governmental organization registered in 2007 according to the NGO Coordination Act. The main Objectives of the organization include; supporting and promoting the public benefit by enhancing and promoting the conduct of quality health research; diseases prevention and HIV Care and treatment services; short term training in the field of TB and HIV/AIDS and collaboration with Governments, Institutions, Corporation, Companies and Individuals In Kenya and internationally in all of the above.

Project Title: Electronic Maternal Child Health Record (eMCHR)

Healthcare providers rely on five key health registers to provide quality care to mothers and newborns: Antenatal care (ANC), Maternity, Postnatal care (PNC), Immunization, and Child Welfare Clinic registers. Maintaining separate healthcare records for mother and child is a lot of work for understaffed healthcare workers and often results in unavailability of vital records. Since the health of mother and child are inextricably linked, RCTP-FACES aims to link their healthcare registers as well, to improve the quality of healthcare they receive.

We invite applications for the following position in the eMCHR project (Electronic Maternal Child Health Record).

Position	Data Collector
Reports to	Project Coordinator
Location	Suba/Mbita
Duration	4 Months
Vacancy No.	VN-06-07-2018

Position Summary:

The Data Collector will undertake a wide range of standard data processing tasks including data input and production of reports, deal with routine problems arising during the course of data handling and provide linkage between relevant departments and the data department.

Duties and Responsibilities:

- Capture and clean up data from the patient forms into an electronic format.
- Modify databases and generate syntax for importing data.
- Production of reports
- Provide feedback to the data supervisor regarding quality assurance of data, detected deficiencies and corrective action needed in the database
- Report faults on data processing equipment to the data
- Maintain the filing system in the office
- Experience in utilizing technology tools and also possess the ability to master new technology tools as required.
- Familiarity with the use of an Android device
- Perform other duties as may be assigned by management
- Manage, track, and delegate data requests within the county level as directed by the project coordinator.

Requirements

- At least a Certificate in Computer Science or Information
- Technology At least 1 years' experience in handling data in a healthcare set-up
- Proficient in MS Office packages
- Knowledge of the program or having worked within the program will be an added advantage.

Applications should include the following

- A cover letter stating current position (if applicable); and date available to start working for the program
- A current CV including email and mobile phone contact information,
- Name, phone number and email address for at least two professional referees,
- Two letters of recommendation preferably from a previous employer,
- A copy of the latest pay slip (if applicable)
- Copies of academic and professional certificates.

All applications must be sent electronically to this email address by **20th July 2018**: hrd@rctp.or.ke
hard copies can be posted to the postal address below:-

TO
The Human Resource Manager
RCTP- FACES
P. O Box 943-40100
Kisumu

Please write the Vacancy Number, and Position applied for on the envelope and in the subject Line of the Email.

NOTE: RCTP or any of its programs, Studies or Projects does not solicit for Money or any form of reward for a Job applicant to be considered for employment. Any such requests should be immediately reported to the HR department. Any job applicant who tries to corrupt our employee during any stage of the staff hiring process will be disqualified.

RCTP- FACES is an equal opportunity employer. Women, the Youth, people with disabilities are encouraged to apply.