



UNIVERSITY OF NAIROBI

EXTERNAL JOB VACANCIES (PROJECT POSITION)

Applications are invited for the following position:

DATA ENTRY CLERK (ANAEMIA STUDY) UNITID - AD/2/30/22 - (1 POST)

The Position

Reporting to the Data Manager in consultation with the Principal Investigator, the Data Entry Clerk will be responsible for data entry of all the study related data into the RED-Cap. This is a full time position based in Kangemi, Nairobi.

Job description

- Enter data on an online platform and scan the study questionnaires
- Prepare new patient files and ensure all files contain the required forms
- Conduct weekly data quality checks with guidance from the Data Manager and maintain data cleanliness.
- Maintain a clean log frame of data queries and how they have been resolved.

Job specifications

- The applicant must have a Degree or Diploma in Information Technology (IT) or its equivalent
- He or she should have two (2) years' experience in IT and data entry
- In addition, he or she must have experience in a research and data handling environment
- An applicant who has worked on online data entry platform will have an added advantage.

Terms of appointment

This a position whose tenure is one (1) year contract renewable based on performance and by mutual consent. The salary is negotiable depending on the level of education and work experience.

NOTES

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees, as well as indicating their telephone and e-mail contacts.
2. Applications and related documents should be forwarded through applicants' Heads of Departments, where applicable, and be addressed to the Director, Human Resource, University of Nairobi.
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear the reference code indicated in the advertisement.
5. Late applications will not be considered.
6. Applications should be emailed to recruit-decasu@uonbi.ac.ke as one file in PDF.

CLOSING DATE: WEDNESDAY, MARCH 2, 2022

**THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER.
ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.**