



Our ref: GUMZO/VACANCY /2021

14th DEC, 2021

CALL FOR DATA CLERK

Reports to: **PROGRAMS DIRECTOR**

Basic Functions:

- Ensures accuracy and completeness of all health service data recorded and stored in clients' folders.
- Ensure that clients' folders are up to date.
- Review and enters facility data into computer system or databases according to the Established procedures.
- Ensures the documentation of the data changes and updates in the facility-based Amkeni Registers.
- Perform database maintenance functions and addresses issues related to electronic data transmission to the next reporting line.
- Works with primary service providers (or the M&E focal persons) to resolve questions, inconsistencies or missing data and verifies accuracy of data before entry into any electronic systems.
- Ensure prompt entry of both summary and client level data (as applicable) from source documents into summary registers or databases following format displayed on screen.
- Generates summary reports and responds to inquiries regarding electronic data issues.
- Maintains confidentiality of information on source documents or in databases.
- Assists in establishing and maintaining an effective and efficient records management system with good audit trail.
- Assist in management of client personal records including retrieval and filing of folders.
- Assist the Organization in keeping track of summary data and source documents (patient/client forms, registers and summary forms and assist in updating service registers and preparation of summary reports during reporting period and when necessary.
- Perform other M&E-related duties as assigned.

COMPENTENCY:

- To perform the job successfully, candidate should demonstrate the following competencies:
- Knowledge of medical records management procedures.





- Knowledge of health program activities, guidelines and processes.
- Good Knowledge of computer with ability to operate various Microsoft word-processing software, spread sheets, and database programs.
- Team player with good interpersonal relationships and tolerance to socio-cultural differences.
- Efficient and effective verbal and non-verbal communication skills.
- Ability to multi-task effectively and adhere to timelines.
- Ability to follow instructions provided in verbal or written format.

Educational Qualification:

Must have at the minimum a certificate in computer education, Diploma in IT, health technology, statistics or other related fields will be an added advantage.

One year work experience in a medical records setting or a combination of education, training, and experience which provides the desired knowledge, skills, and abilities necessary to perform the position's essential duties and responsibilities.

Members of the KP population or sexual minorities and youths are greatly advice to apply

Method of Application

All interested applicants should send an application and an updated CV in one MS word document bearing your full name and expected salary

to gumzoyouth@gmail.com stating the position, title and location as the subject of the mail. The deadline for sending your application is 24/12/2021

