

JOB ADVERT

Background

OGRA Foundation is a non-governmental organization registered in Kenya. Its core pillars are disease prevention and treatment; maternal and child health; health systems strengthening and; community empowerment. Our mission is to promote, improve health and emergency response in pursuing economic and cultural development in the fight against poverty and social exclusion in the communities.

OGRA Foundation in partnership with Kenya Red Cross Society is implementing the Global Fund Program –New Funding Model 3 (NFM 3) in Kisumu and Busia Counties.

OGRA Foundation is currently looking for able professionals to fill the following position in the organization:

Data Officer (1)

Overall Job Function:

Provide support to the project in documentation, data management, data analysis and reporting.

Key Responsibilities

1. Documentation and reporting

- Ensure availability of necessary project data collection and reporting tools at the office.
- Guide the project staff on effective data management especially on correct and complete documentation.
- Ensure all required data summaries and project reports are accurately and timely.
- Reporting for the project through the appropriate donor reporting system available/adopted by the project.
- Participate in data collection for project monitoring, evaluation and research when required.
- Ensure all project beneficiaries are well documented.
- Ensure no duplication in reporting from the sub county level
- Ensure data safety and information confidentiality is upheld at all times.

2. Data quality audits

- Participate in routine data quality audits together with the MER Manager
- Reviewing data prior to submission to project MER Manager
- Scheduling and participating in project DQA together with the project staff

3. Computerization

- Ensure that HMIS provided is up-to-date all the time.
- Perform regular backup of electronic medical records (daily in D, and weekly in the database platform provided by the project).

4. Data utilization

- Conduct weekly data analysis and share with the project staff during MDTs meetings.
- Devise/support innovative ways of data presentation to ensure maximum and timely utilization.

5. Any other related duties as assigned by the supervisor

Minimum Qualifications

- Candidate must possess a minimum qualification of degree or diploma in Computer Science, Information Technology, Management Information Systems, Statistics or any other related course from a recognized institution with a minimum 3 years work experience in community work.
- Strong understanding of HIV/AIDS programs
- Experience in implementing and operating project MIS systems with a bias in development will be an added advantage.
- Understanding and knowledge of working with Government Ministries and agencies like MOH and NACC.
- Computer literate

- Good written and verbal communication skills
- Demonstrated understanding of Non-Governmental Data Management Systems
- Ability to create and maintain strong working relationships with colleagues and partners.
- Understanding of the local language

Application Procedure

Interested applicants are invited to send their applications including a current CV, telephone number and referees (either current or former supervisor) to the Human Resource Manager, OGRA Foundation recruitment@ografoundation.org with the position applied for as the subject line on or before 27th August 2021.

Canvassing by applicant is strongly discouraged.

Only shortlisted candidates will be contacted.

OGRA Foundation is an equal opportunity employer.

OGRA Foundation



Giving Hope, Saving Lives