

Vacancy Announcement

Child Health and Mortality Surveillance (CHAMPS) Ethiopia

Data Clerk

We are seeking to appoint a full-time Data Clerk to be based in Harar, to support the development of the new Child Health and Mortality Prevention Surveillance Program. This is a collaboration between Haramaya University, the London School of Hygiene & Tropical Medicine and Emory Global Health Institute. The post-holder will be responsible for assisting the project with data entering activities in running the CHAMPS program. He/she will be expected to: enter data in the system that the project is using.

HARAMAYA UNIVERSITY, OROMIA, ETHIOPIA

Haramaya University is one of the oldest Universities in Ethiopia, with its first intake in 1954. It is about 17km from the city of Harar, 40km from Dire Dawa (where there is a regional airport), and 510km East of Addis Ababa. The College of Health and Medical Sciences is based on a campus in Harar town to facilitate training of students in nearby hospitals. This campus also hosts the office of the two Health and Demographic Surveillance Systems (HDSS).

CHILD HEALTH AND MORTALITY PREVENTION SURVEILLANCE NETWORK (CHAMPS)

The Child Health and Mortality Prevention Surveillance network (CHAMPS, <http://champshealth.org/>) is a new global health surveillance network funded by the Bill & Melinda Gates Foundation, aimed at understanding the causes of child death in developing countries, particularly sub-Saharan Africa and South Asia. The Emory Global Health Institute, which houses the U.S. office of the International Association of National Public Health Institutes (IANPHI), is the lead partner in the network and has worked with the London School of Hygiene to develop the collaboration with Haramaya University.

JOB DESCRIPTION

Post:	Data Clerk
Location	Haramaya University, Oromia, Ethiopia
Responsible to:	Nega Assefa
Full Time/Part Time/Casual:	Full time
No. of posts	1
Duration of contract	1 year with likely extension
Salary:	6,250 Birr per month
Gender	Female

Place of application:

- Haramaya University Cluster Human Resource Management Office, College of Business and Economics Building.
- Haramaya University College of Health and Medical Sciences, Human Resource Management and Development Associate Director Office, No.7 at Harar.

Application Deadline: 5 (five) working days after the day of advertisement

Principal Duties and Responsibilities

The post-holder will work full-time at the CHAMPS site in Harar, Eastern Ethiopia. The post-holder will be expected to enter data in online system and to software that the project is using and work with the international and local team.

Key Responsibilities

1. Working as a data entry
2. Editing and correcting data's
3. Documenting data's in archive
4. Duplicating documents
5. Support processes for clinical, scientific and laboratory staff.

This job description reflects the present requirements of the post but may be altered at any time in the future as duties and responsibilities change and/or develop providing there is full consultation with the post-holder. The post-holder will carry out any other duties, tasks or responsibilities as reasonably requested by the line manager, Dr Nega Assefa.

PERSON SPECIFICATION

Essential requirements

1. Diploma in a relevant subject (eg. Information Technology, Secretarial science)
2. Excellent oral and written communications skills in English

Desirable requirements

1. Research experience (in Data entry, Data Management)
2. Experience in data quality work in, research or NGOs