

## **VACANCY ADVERTISEMENT**

**Employment Designation: Data Entry Clerk & QC**

**Employment Category: Fixed three month contract with a possibility of renewal**

**Employment Type: Full time**

**Employment Location: Kisumu, Kenya**

### **Organization Background**

Formed in September 2020 in Kenya, VIBRI's goal is to accelerate the translation of promising innovations from the laboratory bench to the clinic in the community. The institute provides a dynamic platform for global health research, training and education by bringing together knowledge and resources to address the most important global health issues relevant to Africa.

Working in collaboration with global health partners, VIBRI is committed to the pursuit of knowledge, discovery and clinical development of public health interventions that have a major impact on global health in Africa.

Africa faces a double burden of infectious and chronic diseases. While infectious diseases still account for the highest burden of morbidity and mortality on the continent, age specific mortality rates from chronic diseases as a whole are actually higher in sub-Saharan Africa than in virtually all other regions of the world, in both men and women. Over the coming years, the continent is projected to experience the largest increase in disease and death rates from cardiovascular disease, cancer, respiratory disease and diabetes.

To tackle these global health challenges in Africa, VIBRI aims to support epidemiological research and clinical development of innovative healthcare and medical technologies with the ultimate goal of improving healthcare at both local and global levels.

### **Major Responsibilities**

Reporting to the Chief Operations Officer, the Data Entry Clerk & QC, will be responsible for entering specific data into our databases. The incumbent will be responsible for timely management of data and keeping it organized. Your main goal will be to keep data accurate and in order so that it is easily accessible at any time. The Data Entry Clerk & QC is also responsible for performing quality control checks before entering data into the Electronic Data Capture (EDC) systems.

The day-to-day responsibilities of the incumbent will include the following;

- Data entry using various EDC systems as per the study protocol.
- Developing accurate source materials and ensure both availability and compliance from site staff.
- Providing accurate and timely data collection, documentation, entry, and reporting in both sponsor and VIBRI databases.
- Ensuring confidentiality of data collected and entered.
- Supporting the regulatory staff in the maintenance of regulatory documents in accordance with VIBRI SOP and applicable regulations.
- Enhancing compliance with research protocols, by providing ongoing quality control audits.
- Addressing system queries arising from the data entered.

- Compile data, clean, transcribe onto database and submit data reports to research investigators.
- Develop, review and maintain copies of data collection forms (ensuring accurate updating as needed) and support documentation for data management.
- Ensure data management procedures have set timelines and meet established deadlines.
- Installing and configuring computer hardware, software systems, networks, printers and scanners.
- Ensure technology is accessible and equipped with current hardware and software.
- Maintain databases back up and filing systems and records management for the study data.
- Troubleshoot all technology issues including hardware, software and network operating system.
- Ensure stock taking and supply of data collection tools and /or forms is done in a timely manner.
- Perform and document procedures for data preparation including data cleaning, standardization and data analysis.
- Designing and improving and updating live databases for long term data storage and back-ups
- Participate in study data and progress reviews as required with the study coordinators and partners
- Scanning and filing of records, archive systems in accordance with VIBRI'S procedures
- Provide training and orientation to new users and staff on various technologies.
- Training staff on guidelines, policies and procedures
- Any other relevant duties as may be assigned from time to time.

#### **Qualifications**

- Degree in Statistics, Mathematics, Health Information Systems or its equivalent
- Knowledge of Statistics and experience using statistical packages for analyzing datasets (STATA, Advanced Excel, SPSS, S.A.S, R etc.)
- At least three (3) years relevant experience in health information management and managing databases.
- Proficient in computer applications especially in MS word, excel, outlook and power point.
- Strong interpersonal and communication skills.
- Fluency in English and Swahili. Dholuo is an added advantage as it the local language of the duty station.
- Ability to work well in a team and collaborate with colleagues.
- Ability to deliver with short notice and work well under pressure.
- Self-directed and able to multi task.

#### **Application process**

Qualified candidates are encouraged to apply through [careers@vibriafrica.org](mailto:careers@vibriafrica.org) by 30<sup>th</sup> September 2024 close of business.

Applications should include: an application letter, an up-to-date curriculum vitae, academic certificates and relevant supporting documents/testimonials.

#### **Diversity Equity and Inclusion**

VIBRI Africa is committed to achieving diversity, equity and inclusion via employment of a workforce from various walks of life who hold different beliefs, backgrounds, cultures and perspectives. We believe that harnessing the best aspects of different individuals will come in handy in providing solutions for complex problems at the workplace.

#### **Equal Opportunity Employer**

VIBRI Africa is an equal opportunity employer. We do not discriminate on the basis of tribe, age, gender, political background, marital status, pregnancy, sexual orientation, military status, disability, HIV status or trade union membership.

VIBRI Africa does not ask for any fee in connection with its recruitment process.