

VACANCY ANNOUNCEMENT: DATA ASSISTANT

10th July 2023

HOPE *worldwide* Kenya has vacancies for Data Assistant Interns within the DREAMS CONNECT Project who will be based in Nairobi. These positions will be for three (3) months, and will report to the Data Officers.

1. JOB SUMMARY – PURPOSE

Responsible for providing support to the Monitoring and Evaluation department by receiving, reviewing, and entering data into a computerized database according to established procedures. He/She will receive data handling support and guidance from the Full-Time Data Assistant and Data Officer.

2. DUTIES AND RESPONSIBILITIES

- Undertake data entry from source documents into computer following prescribed formats.
- Participate in routine data quality assessments every month.
- Ensuring that confidentiality of data collected and stored is strictly maintained at every level of the data handling process.
- Keep track of received data and source documents.
- Compile, sort, and verify the accuracy of data to be entered.
- Assist in establishing and maintaining an effective and efficient records management system at the sites
- Undertake at least one system backup per day.
- Work with project implementation staff to ensure that all data quality aspects are followed.
- Carry out any other assignments as may be assigned by the Site in Charge from time to time.
- Support online marketing for CONNECT DREAMS AGYWs businesses on the HWWK website and social media pages and search online funding opportunities.

3. KNOWLEDGE, SKILLS, AND ABILITIES

(The knowledge, skills, and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training)

Level of Education/Academic Qualification

- KCSE

Specialized Training/Professional Qualifications

- Has been an AGYW under the DREAMS Project
- Has been trained and successfully completed the Ajira Digital training.

Competencies/Abilities/Skills Required

- Good record-keeping skills
- Good in teamwork and co-operation - able to maintain a good working relationship with fellow colleagues.
- Basic experience in the use of MS Excel and MS Access is required
- Good communication, interpersonal, report writing, and presentation skills
- Have excellent organization and time management skills
- High level of integrity and honesty.

- Able to communicate efficiently and effectively both verbally and in writing, both English and Kiswahili
- Commitment to and understanding of HOPE *worldwide* Kenya's vision, mission, and values.

To apply, please send your application letter, a detailed CV, Ajira cert, your e-mail address, and telephone contacts to: hr@hopewwkenya.org by 5.00 pm on 17th July 2023.

Your application will not be considered if it does not meet all of the above requirements. Only shortlisted candidates will be contacted.

Kindly note that this advert is for you only. Therefore, do not share it.

HWWK is an Equal Opportunity Employer and does not request applicants to pay for consideration for employment.