



NEW TEMPORALY JOB ADVERTISEMENT

Introduction

Rafiki Social Development Organization is a development and advocacy Non-Governmental and Non-profit making Organization working with Children, Youth, Marginalized and Vulnerable groups, families and their communities to reach their full potential by advocating for their rights and tackling the causes of poverty and injustice. The Organization was established in January 2005 and registered under the NGO Act of 2002, issued with a registration number No.00NGO/00006336 to operate in Tanzania Mainland.

Rafiki-SDO is currently implementing the **EpiC** Project in Shinyanga Municipal Council and Shinyanga District Council which is funded by USAID through FHI360 with the aim of address critical gaps and bottlenecks in the response to HIV among key and vulnerable populations (KVP) and adolescent girls and young women (AGYW).

Detailed description of tasks to be performed:

Rafiki-SDO under EpiC project is hiring a short term (1 months) data clerks/interns to work on data entry into its DHIS2 tracker (web-based system) for the routine program interventions. This activity aims at clearing backlog of data since the inception of EpiC project April 2020 to date in the epic supported councils for easy data storage, access, and management.

To facilitate smooth implementation of this project, RAFIKI-SDO wishes to recruit qualified, experienced, motivated and dynamic individuals; This is an important task that requires accuracy and speed to complete in the expected time.

JOB TITLE: Data Clerks/interns(16posts)

Office Location: Shinyanga Tanzania

Work Station: Shinyanga MC

Reporting to: Program Manager

Duration: 1Month

Salary: Attractive package

Responsibilities

- a) Review and enter data in DHIS2 tracker a web-based System.
- b) Run validations to check accuracy of the entries, and clean when needed.
- c) Maintain and handle back all hardcopy forms used to its original place
- d) Maintain confidentiality of the information in the forms
- e) Ensure proper use of the office properties given to accomplish this task.

Terms and conditions

In this task the following terms and condition will be considered.

- a) A candidate should have at least completed Advanced level secondary certificated with computer skills
- b) A candidate must be conversant with DREAMS interventions and AGYW programming.
- c) A candidate with ordinary level secondary certificated should possess certificate on computer literate.

d) A candidate who are reside in the location of work will be preferred

NB: All candidate should have an experience of at least 1 year on data management (data entry Associate, Assistants, support, or Clerk)

Supervision and monitoring

Rafiki-SDO under Epic project will train/orient all successful candidates on the DHIS2 tracker web-based M&E system functionality and how to navigate. Prior to that, Rafiki-SDO under epic project will be responsible to take through all candidates on types and number of data sources that they will have to work on.

Each successful candidate will work under supervision and technical support of the Epic M&E staff from Rafiki-SDO.

On weekly basis, interns/data clerk will have to submit a brief narrative report (template will be provided) to site supervisor (Regional strategic information officer) which will show his/her work done and performance. Candidates' performance and work will be verified by Rafiki-SDO Data manager running a printout from the system to justify the accomplishment which will be used to certify for their allowances payment.

Expected deliverable

It is expected that each intern/data clerk will enter a minimum number of individual clients in the system (**standard will be provided**) per day. In a weekly brief report, it should show how many clients has been entered and type.

It is also expected that the intern/data clerk may have to verify the data in case she experiences the situation of uncertainty during entry process.

HOW TO APPLY:

If you believe you are the ideal person we are looking for, please submit your application letter to Executive Director, Rafiki-SDO, P.O.BOX 2078, SHINYANGA. Describing why you are the right candidate for this position, curriculum vitae detailing your experience, copy of educational certificates and three (3) professional referees from previous and current place of employment. Please send the application to ajira@rafikisdo.or.tz, or via Postal or by hand at Rafiki-SDO Shinyanga, Ndembezi ward near Ngokolo RC church.

NOTE: For those who applying through email, should indicate the position title in email subject line. Rafiki-SDO will review the applications sent to the official e-mail address, Postal and application which will be submitted to Rafiki-SDO office. The closing date for the applications will be **Wednesday, 1st June,2022, 17:00 PM.**

Only shortlisted candidates will be contacted

To learn more about Rafiki-SDO visit: www.rafikisdo.or.tz