



THE KENYA CONFERENCE OF CATHOLIC BISHOPS - GENERAL SECRETARIAT

1. Introduction

The KCCB – General Secretariat is the National Administrative, facilitative and Coordinative arm through which the KCCB implements and co-ordinates various Pastoral programs at the National level and undertakes all those responsibilities which express the mission of the Catholic Church in Kenya.

It is seeking an individuals to fill the following positions.

DATA ENTRY CLERK

Overall Purpose

Assist in updating project databases and grants management information systems through data entry and ensuring data validity, availability, accuracy, precision, and integrity.

Duties and Responsibilities

- i. Ensure updating of Global Fund TB Programme reporting on the GMIS
- ii. Ensure data tools are reviewed by the project officer to ensure it is relevant and meets the project requirements through analysis of submitted data from facilities.
- iii. Provide support and insight to project staff on data to improve on quality project data reporting from the field.
- iv. Maintaining project database of all TB activities undertaken by the project, to include patient, facility, control zones and CHVs indicators.
- v. Monthly extraction and analysis of reports from the GMIS using Excel.
- vi. Ensure timely monthly data reporting on the GMIS.
- vii. Report any GMIS challenges to the lead Project Officer in a timely manner to facilitate troubleshooting.
- viii. Compiling of monthly data tools received from the field for reporting
- ix. Participate in monthly reporting meetings to evaluate project data and align Programmatic and financial reports.

Key Performance Areas

<ul style="list-style-type: none">• Ensuring data collected is entered on the GMIS on a monthly basis
<ul style="list-style-type: none">• Ensuring timely monthly data reporting on the GMIS
<ul style="list-style-type: none">• Providing support and insight to project staff on data to improve on quality project data reporting from the field
<ul style="list-style-type: none">• Maintaining a project database of all monthly TB activities implemented and supported
<ul style="list-style-type: none">• Attend monthly Programme reporting meeting with Programme and finance team

MINIMUM QUALIFICATIONS, SKILLS & EXPERIENCE

- Diploma in a health information and records related course
- High proficiency in computer and ICT
- Attention to details
- Good analytical skills

APPLICATIONS SHOULD BE ADDRESSED TO:-
GENERAL SECRETARY
KCCB –GENERAL SECRETARIAT
P.O BOX 13475-00800
NAIROBI.

hr@catholicchurch.or.ke

To reach him on or before 16th June 2022 at 5.00p.m.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED