



# UNIVERSITY OF NAIROBI

## EXTERNAL JOB VACANCIES (PROJECT POSITION)

Applications are invited for the following position:

**DATA ASSISTANT, MAP-AMR PROJECT - AD/2/24/22 - (1 POST)**

### **The Project**

The University of Nairobi, Department of Clinical Medicine and Therapeutics has been awarded a five (5) year research grant by Centre for Disease Control (CDC) under the title, “*Monitor and Prevent Antimicrobial Resistance in Kenya (MAP-AMR Kenya)*”. The Project will be conducted in three (3) hospitals, namely: Kenyatta National Hospital, The Nairobi Hospital and the Spinal Injury Hospital. The Project seeks to competitively fill the above named position.

### **The Position**

This is a full time position based at the University of Nairobi, Department of Clinical Medicine and Therapeutics, with the holder of the position reporting to the Data Manager/Scientist.

### **Job description**

- Enter data on an online platform and scan data documents.
- Prepare new patient files and ensure all files contain the required forms.
- Conduct weekly data quality checks with guidance from the Data Manager and maintain data cleanliness.
- Maintain a clean log frame of data queries and how they have been resolved.

### **Job specifications**

- An applicant must have a Bachelor of Science degree in Applied Statistics and IT
- He or she should have one (1) year experience in IT and data entry.
- In addition, he or she must have experience working in a data-handling environment.
- An applicant who has worked on online data entry platform will have an added advantage.

## **Terms of appointment**

This a position whose tenure is one (1) year contract renewable based on performance and by mutual consent.

## **NOTES**

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees, as well as indicating their telephone and e-mail contacts.
2. Applications and related documents should be forwarded through applicants' Heads of Departments, where applicable, and be addressed to the Director, Human Resource, University of Nairobi.
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear the reference code indicated in the advertisement.
5. Late applications will not be considered.
6. Applications should be emailed to [recruit-damap@uonbi.ac.ke](mailto:recruit-damap@uonbi.ac.ke) as one file in PDF.

**CLOSING DATE: FRIDAY, FEBRUARY 25, 2022**

**THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER.  
ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.**