



## UNIVERSITY OF NAIROBI

### EXTERNAL JOB VACANCIES (PROJECT POSITION)

**DATA QUALITY OFFICER; SUNGURA IMPALA STUDIES, ADVERT REF; AD/1/1/25, ONE (1) POST**

#### **The position**

The position is in the Department of Clinical Medicine and Therapeutics, Faculty of Health Sciences under the Statistician/Data Scientist.

#### **Location**

The position holder will be based at the Department of Clinical Medicine and Therapeutics; Faculty of Health Sciences reporting to the Study Coordinator

#### **Job Purpose**

The Data Quality Officer will be responsible for ensuring high quality data for studies at the Department. He or she will participate in the development of data collection tools, design of questionnaires and forms including data validation checks, data entry, raising of data queries, and conducting exploratory analyses.

#### **Job Description**

- i) Participate in the design of data collection tools for clinical studies
- ii) Data entry and transcription into the electronic databases
- iii) Conduct routine data quality checks under the guidance of the Data Manager and maintain data cleanliness
- iv) Maintain a clean log frame of data queries and how they have been resolved
- v) Develop and implement data quality strategies, policies and standards to ensure high-quality data
- vi) Perform regular data audits and validation checks to identify and correct inconsistencies, errors and gaps
- vii) Collaborate with data entry teams to ensure adherence to data collection protocols and accuracy standards
- viii) Document and communicate data quality procedures, findings, and recommendations to management
- ix) Provide support for data migration, integration, and cleansing projects

- x) Monitor compliance with data governance policies and ensure that data-related processes are secure and efficient
- xi) Conduct exploratory analysis for topline indicators

### **Job Specifications**

- i) Bachelor of Science Degree in Applied Statistics and with Computing
- ii) He/she should have one (1) year experience in IT and data entry
- iii) Must have a current Certificate of Good Clinical Practice
- iv) Experience in handling clinical research study data
- v) Experience in a data-handling environment
- vi) Applicants having worked on online data entry platform, will have an added advantage

### **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 indicating their telephone contacts and e-mail contacts;
2. Applications and related documents should be forwarded 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 as one file in PDF to: [recruit-dqmsunguras@uonbi.ac.ke](mailto:recruit-dqmsunguras@uonbi.ac.ke)

**CLOSING DATE: JANUARY 29, 2025**

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