TANZANIA WOMEN RESEARCH FOUNDATION

Shauri Moyo Road, P. O Box 8598 Moshi, Tanzania

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The Tanzania Women Research Foundation (TAWREF) was formed in 2010 with registration number 00NGO/00004319 was formed by a group of experienced researchers and community interventionists. TAWREF is a national organization engaged to conduct evidence-based interventions informed by research using community driven interventions to transform the lives of marginalized populations particularly children, youth and women.

Mission

To implement evidence-based, innovative projects and to promote better livelihood according to perceived needs and priorities through research.

Vision

A community where people are addressing the impact of social, cultural, economic and health challenges and benefiting from the interventions leading to transformed lives

TAWREF is seeking for qualified six (6) Temporary Data clerks as per the attached requirements hereunder for the period of one (1) year: -

Job Title: Temporary Data Clerk

Project title: EpiC

Duty Station: Moshi (Kilimanjaro)

Report to: Data Manager

Duration: 1 YEAR

Main accountabilities and Responsibilities:

The employee will be expected to do the following with the approval of the Employer or his supervisor:

i.   Ensure client records in DHIS2 Data Entry Tracker are updated daily.
ii. Be proactive in the production of queries and the implementation of data cleaning actions to improve data accuracy and reliability from DHIS2-Tracker.
iii. Maintain the security of data tools and databases, always maintain the confidentiality of records, sensitive information and assuring the consistency and integrity of data by completing extensive verification processes.
iv. He/she is responsible for verifying HIV contact tracing forms/data for completeness and accuracy before its' entered in the database.
v.   Undertake data analysis tasks and support other project team members in accessing and utilizing data effectively.
vi. Ensure that all the project files are updated with all activity reports, copies of activity attendances and all supporting documents.
vii. He/ she will be responsible for inputting all HIV contact tracing data submitted by the HIV contact tracing officers into the database and other spreadsheets.

Qualifications:

i. Diploma in computer Science, Records management, Information technology and Community Development and other related, bachelor's degree would be added advantage.
ii. Proficiency in basic computer skills such as using word processing software and spreadsheets is required.

Job related experience and knowledge:

i.   Experience in handling large volumes of data, using data systems and familiarity with Microsoft Access is beneficial.
ii. At least 1 year's working experience in data entry activity
iii. NGO and research experience is an added advantage
iv. Good oral and written communication skills.
v.   Previous experience of project support is essential.
vi. Familiarity with USAID reporting requirements is an advantage.

Key competencies and attributes:

i.   Must have Computer skills and knowledge at least word and excel.
ii. High integrity and honesty.
iii. Self-driven and results oriented.
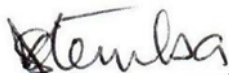iv. Good inter-personal skill.

Application Process:

Interested candidates should submit their CV along with a cover letter detailing their relevant experience **October 18, 2024 at 17:30**. Applications can be sent via email tawref2@gmail.com or through our Postal address P.O Box 8598 Moshi.

Equal Opportunity Employer:

We are committed to diversity and encourage applications from all qualified individuals regardless of race, gender, disability, or any other status. Women and PWDs are encouraged to apply.

Signed by:

Dafrosa K. Itemba

Executive Director