



UNIVERSITY OF NAIROBI

EXTERNAL JOB VACANCIES (PROJECT POSITIONS)

Applications are invited for the following position:

STUDY DATA CLERK, STEP-MAG TRIAL PROJECT - AD/1/14/22 - (2 POSTS)

The Project

The STEP-mag trial Project is a three (3) year WHO Simplified Treatment for Eclampsia Prevention using Magnesium sulfate (The STEP-Mag) that is to be conducted in three (3) hospitals in Kenya.

The Position

This is a full time position based in Nairobi.

Job description

- Enter data on an online platform and scan the study questionnaires.
- 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 KCSE or its equivalent with a pass in English.
- He or she must have a diploma or degree in IT or its equivalent.
- He or she should have two (2) years' experience in IT and data entry.
- In addition, he or she must have experience in research and data-handling environment.
- An applicant who has worked on an 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. The salary is negotiable depending on the level of education and work experience.

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-sdcsmt@uonbi.ac.ke as one file in PDF.

CLOSING DATE: FRIDAY, FEBRUARY 4, 2022

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