



## INTERNAL AND EXTERNAL VACANCY ANNOUNCEMENT

**Job Title: RM&E Data Clerk**

**Department: RM&E**

**Location: Grand Bassa County, Buchanan with travel to LMH Operating Sites**

**Reporting Line: RM&E Officer**

**Position Type: Full Time**

### **About Last Mile Health**

Last Mile Health (LMH) saves lives in the world's most remote communities by partnering with governments to bring critical primary care services to the doorsteps of people living in the last mile. Last Mile Health is a registered 501(c)3 non-profit organization with offices in Liberia, Boston and New York. For more information, visit [www.lastmilehealth.org](http://www.lastmilehealth.org).

### **Position Overview**

The Data Clerk is an essential part of the National Community Health Assistant Program (NCHAP). The position is responsible for supporting Last Mile Health's (LMH) Research, Monitoring, and Evaluation Department (RM&E) to collect programmatic data from the NCHAP. This will be done by collecting paper and mobile health data forms, entering these forms into the database, and supporting RM&E Grand Gedeh county activities. The Data Clerk will also spend a significant portion of his/her time building skills and improving their ability to collect and understand the programmatic data.

All RM&E staff adhere to LMH's financial, behavior, and ethics policies, see projects through from beginning to end, communicate obstacles encountered to supervisors, and take on meaningful and challenging projects that change the world for the better.

### **Responsibilities**

#### **Collect:**

- Coordinate with Grand Bassa County Health Team to ensure collection of routine programmatic data, including CHSS and CHA Monthly Service Reports, mobile health records, Household Registration data, and any other special data forms, follows the Community Based Information System Standard Operating Procedures.

#### **Enter:**

- Move forms into the database by manually entering form data into the data entry portal and by uploading mHealth records into the database.



**Validate:**

- Data Clerks are an essential component of the data quality layer. Identify errors and return forms with errors to those responsible. Conduct follow-up visits in close coordination with the CHT and phone calls to ensure that we receive only the most precise data.

**Support:**

- Provide general support as directed by the RM&E Officer such as supporting distribution of forms, managing RM&E inventory, capacity building, phone troubleshooting. Give easy access to data and insight into forms completed to the County Health Team and members of the LMH Programs Team.

**Improve:**

- RM&E Data Clerks will push themselves to grow and develop in new ways. Plan professional development priorities, learn new skills, and share new and existing knowledge with team members. Plan, conduct, and/or participate in trainings with M&E staff, enumerators, and government staff members. Specifically, Data Clerks will be expected to reach a typing speed of 40 Adjusted Words per Minute (AWMP).

**Qualifications**

- High school graduate or higher
- Certificate or Diploma in computer-related field from a recognized institution
- Any previous job experience in a related field will be given preference
- Experience with typing or data entry will be given a high level of preference
- Ability to read and write well (*applicants will receive a practical reading/writing test*)
- Familiarity with computers
- Familiarity with Microsoft Word, Excel, and Power Point
- Ability to type well
- Ability to enter data from a completed survey form into a database accurately and quickly.
- Availability to work on a full-time basis

**Compensation:** This role will be compensated based on experience and qualifications.

**Apply:** Please submit a resume, letter of interest and three professional references to [hrliberia@lastmilehealth.org](mailto:hrliberia@lastmilehealth.org) **Deadline for receipt of applications is Saturday, July 14, 2018 by 5:00PM. NOTE: NO APPLICATIONS WILL BE CONSIDERED AFTER THE DEADLINE.**