

NATIONAL AIDS COMMISSION (NAC)

Capitol Bye-pass
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July 5, 2018

APPLICATIONS FOR DATA ENTRY CLERKS

The National AIDS Commission located on the Capitol By-Pass, in the Ministry of Gender Children & Social Protection building, is seeking for qualified data clerks who are willing to enter backlog data from October 2017 to present.

Qualification / Requirement for Eligibility:

The required qualification and experience for the data entry clerk are:

- High school graduate.
- Three (3) or more years of relevant experience in the field of data entry
- Familiar with MS Excel, Access or online data entry. Experience entering data into DHIS2 is a plus.
- Demonstrated ability to work in multicultural environment
- Fluency in English
- Report writing skills
- Must be someone that types fast.

Scope of Work (SOW):

The data entry clerks will work under the supervision of the M&E Officer to:

- Review all register logs for completeness before entering into the system.
- Enter all verified data submitted by the M&E Officer without changing any data element.
- Ensure that the quality of the data is retained.
- Ensuring that data are maintained and stored in a manner that is fully confidential so that no external individual or institution can identify any specific individual in the data.
- Delivery of a report relating to the overall organization and execution of data entry.

How to Apply:

All applications should be addressed to the below address:

The Office of the Executive Director
National AIDS Commission (NAC)
Ministry of Gender, Children and Social Protection Building
Capitol Bye-Pass, Monrovia

ALL APPLICATIONS SHOULD BE DELIVERED BETWEEN THE HOURS OF 10:00 AM and 4:00 PM ON OR BEFORE **13 JULY 2018**.

Signed: _____
Procurement Unit, NAC