



# IMPACT RESEARCH AND DEVELOPMENT ORGANIZATION

Baring Road-Milimani, Next to Clarice Guest House,  
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## VACANCY

Impact Research and Development Organization is a registered Kenyan Non-Governmental Organization with a main office in Kisumu and regional offices in Homabay, Siaya and Busia counties of Kenya. Its principal mandate is to design, implement and evaluate HIV/AIDS research and intervention programs that improve the health status of individuals and local communities. We are looking for qualified and experienced personnel to fill in the following position.

### HEALTH MANAGEMENT INFORMATION SYSTEM ASSISTANTS (POSITIONS 50)

**Job Summary:** Manage all data forms under his / her custody.

**Reports to:** HMIS Manager

#### Key Responsibilities and Duties:

- Oversee project data collection and entry
- Design/develop/review/test new computer databases using a structured approach
- Organize, sort, link and group data for statistical programming and data analysis to facilitate technical report writing
- Perform data extraction from clinic records
- Verify data for accuracy, consistency and completeness
- Establish and maintain a functioning archiving and tracking system of project data collection and ensure an easy and safe processing, storage and retrieval system
- Support in the implementation of the data quality management plan
- Perform data entry procedures
- Perform such tasks as assigned by the HMIS Manager.

#### Minimum Requirements:

- At least a Certificate in Data Management or Information Technology or its equivalent, diploma holders preferable; knowledge of MS Office Suite and SPSS an added advantage.
- 1 year experience in a similar position
- Experience in database design, data entry desirable
- Ability to work with internet and e-mail
- Understanding of public health/medical or social sciences field an asset
- Must be a good team player with high degree of flexibility

#### How To Apply

Interested candidates should submit their applications, complete with CV, copies of certificates, names and telephone numbers of three professional referees to reach the undersigned not later than **20th March 2017**. Only short-listed candidates will be contacted - indicate your current telephone contacts.

**The Human Resources Manager  
Impact Research and Development Organization  
P. O. Box 9171 -40141  
Kisumu.**

