



Data Entry Clerk

Position Overview

Gardens for Health International partners with health clinics in Rwanda to provide agriculture support and health education to families with malnourished children. Gardens for Health is an international NGO registered in Rwanda.

GHI believes that developing robust monitoring and evaluation (M&E) systems and processes is critical to organizational success. The M&E team both supports and strengthens program operations and ensures that GHI is having a sustained impact on child malnutrition. The Data Entry Clerk will be positioned within the organization to help drive the design, implementation, and management of expanding data collection processes and tools for measuring the impact.

The Data Entry Clerk will be responsible for the following duties:

- Support M&E operations by insuring that program forms are distributed and collected back in timely manner
- Organizing incoming hard-copy surveys and forms and entering the raw data into our computer-based database.
- Documenting data collection processes and identify areas for improvements
- Identifying and support in resolving data quality issues
- Assist in coordinating activities for M&E data collection team
- Assist in supervising M&E agents' activities
- Any other task assigned by the supervisor

The Data Entry Clerk will report directly to GHI's Monitoring and Evaluation Coordinator and will be based at the organization's head office near Ndera with frequent travels to Musanze for field work.

Requirements

- Some or completed University education (preferably in ICT, accounting, Social Sciences, mathematics, or other relevant degree)
- Proficiency in Microsoft Excel, Microsoft Word and Powerpoint
- Excellent typing skills
- Detail oriented and organized
- Fluent in English and Kinyarwanda; French fluency is preferred
- Cares about helping impoverished families improve their health and the health of children, and works well alone as well as in a team

Location: Ndera, Gasabo District

Preferred Start Date: November 4, 2013

Compensation and Benefits: Full salary with health insurance and social security benefits

To Apply:

Email a cover letter, resume and the contact information for 2 references who can speak to your work experience, to jobs@gardensforhealth.org. (Subject line: Data Entry Clerk). The end date for receiving applications will be 8 October 2013. Only shortlisted candidates will be contacted.