

**VACANCY ANNOUNCEMENT**

**DATA OFFICER**

**PROJECT SUMMARY**

The Newborn Essential Solutions and Technologies (NEST) program at College of Medicine aims to implement comprehensive newborn care through innovative lifesaving technologies, the provision of both technical and clinical capacity-building, implementation of clinical and technical educational programs and the building of a sustainable distribution network. The data officers will be responsible for data collection, data cleaning and entry for all project sites.

**DUTIES AND RESPONSIBILITIES:**

* Perform site visits to collect, complete, scan and organize data from forms and other data tools
* Resolve discrepancies in data collected and retrieve missing or incomplete data where needed
* Responsible for data checking and entry into online database
* Communicate with project sites and focal people as needed
* Assist with other administrative and organizational matters when requested
* Reports directly to the Data Manager, Monitoring and Evaluation Manager and Country Director

**EDUCATIONAL REQUIREMENTS, SKILLS AND COMPETENCIES:**

* A diploma in social science or related field
* Minimum of one-year practical experience working in data collection/management
* Computer literacy and familiarity with various computer programs such as MS Office and Excel
* Must be self-motivated, detail-oriented and able to meet targets in a timely manner.
* Ability to travel extensively as required

**HOW TO APPLY**

Suitably qualified candidates should forward their applications together with copies of relevant certificates, detailed CVs and names of three traceable referees to:

The Registrar,

College of Medicine,

P/Bag 360,

Chichiri

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Indicate the name of the research project as **NEST Study** on the envelope for hard copy applications and indicate the same in the subject line of your email for electronic submissions. Electronic submissions should be sent to the following e-mail address:

hr@medcol.mw

Applications should reach the Registrar not later than **20th April, 2021**. Only short-listed candidates will be acknowledged.