



MAGI LIMITED,

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JOB VACANCIES

Magi is a Youth Led organization funded by the Global Fund through the Kenya Red Cross Society on Adolescents and Youth Program in Kisii County. The program targets adolescents and youth between the age of 10-24 years with the aim of providing comprehensive HIV package of biomedical, behavioral and structural interventions to reduce new HIV infections.

Magi is seeking to fill the positions of **Data Clerk** and **Field Officer** to support in the implementation of the above project in **Bomachoge Chache Sub County – Kisii County**.

Data Clerk Position

Data Clerk – 1 Position

Job Type: Contract

Qualification: BSC/BA/Diploma

Location: Bomachoge Chache

Job Field: NGO/Non-Profit Research / Data Analysis

Job Summary: Working closely with the M&E Officer, The Data Clerk will be responsible for documentation and timely reporting of AGYW activities at community and facility level.

Duties and Responsibilities:

- Collect and summarize paper and electronic project data from the field
- Support community field officers and site staff to record and manage accurate data
- Assist with compilation of timely, accurate and complete data reporting
- Assist in supportive supervision for data collection and entry
- Support on-site training on data entry and reporting
- Conduct site visits as required, for troubleshooting data issues
- Assist with data quality assurance
- Participate in Routine Data Quality Audits (RDQA)

- Together with the M&E Officer Monitor ensure the accuracy of Data collected from the field

Requirements

- BSC/BA/Diploma in Health Records/Information Technology/Statistics
- Experience in Health Records Information
- Significant knowledge of Health data and handling the same
- Strong Data management and analysis skills
- Proficiency in computer packages for generating and analysis reports
- Experience in use of visual analytics tools is an added advantage
- Expert skill level in the use of health aggregate databases (MoH DHIS2)
- Proficient in statistical analysis packages (SPSS/STATA/EPI info)

Field Officer Position

Field Officer – 1 Position

Job Type: Contract

Qualification: BSC/BA/Diploma

Location: Bomachoge Chache

Job Field: NGO/Non-Profit Research / Data Analysis

Job Summary: Work closely with the project officer. The Field Officer will be responsible for project mobilization, planning and implementation in Bomachoge Chache Sub County and should oversee the program with a degree of autonomy and achieve objectives set by the program under limited supervision

Duties and Responsibilities:

- Make regular field visits to assess and support field activities as planned
- Supervision of project participants involved in with direct implementation of the program eg EBI facilitators, health care workers, peer educators and community adolescents treatments supporters
- Assist in the planning and designing of the program activities
- To implement and report the planned activities
- Monitor the progress to targets and cascade performance in the implementation site
- Assist field team with ensuring provision of friendly services at the community

- Identify gaps in service delivery and quality and brainstorming with other technical staffs on solutions
- Perform any other duty assigned by the supervisor

Minimum Requirements:

- Should be between 18-28 years
- Should have at least 2-3 years working experience in implementing community based health program
- Should be a holder of BSc/BA/Diploma in any Health Related Course
- Preferably should have a counseling background
- Should have basic knowledge on HIV/AIDS
- Available immediately and ready to work any day including weekends
- Able to work within deadlines with minimum supervision
- Youth friendly and able to communicate freely with adolescents and youths
- Excellent communication, report writing and interpersonal skills with high integrity
- Industrious with innovative skills
- Team player and reliable
- Innovation and able to work with minimal supervision

How to apply

Interested and qualified candidates are advised to submit their CV, testimonials and a cover letter stating the position for which application is made to magi_limited@yahoo.com and or magilimited@gmail.com.

Applications should reach the undersigned not later than Friday 7th February, 2020 at 5.00 p.m.

**CHIEF EXECUTIVE OFFICER
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