

Job Description

Job Title:	Data Entry Clerk – 4 positions
Reporting to:	Project Manager
Based at:	Musanze, Rwanda
Contract days:	Short term employment from September 2019 to the end of October 2019
Start date:	26 th September 2019

About Chance for Childhood:

Chance for Childhood is an award-winning charity working in Africa to support the most vulnerable children, such as street children, disabled children, children affected by conflict and kids behind bars. Our vision is of a world where no child is forgotten!

We work with and strengthen the capacity of African visionary community leaders to implement effective, locally-**relevant projects**. **This enables us to focus on 'hard to reach' children, both in terms of their complex needs (e.g. street children with learning difficulties) and location (e.g. urban violent slums or remote rural areas).**

Together we make ideas and impact both sustainable and scalable to protect, **educate and empower even more of the world's most disadvantaged children.**

In 2017 Chance for Childhood successfully registered as an INGO in Kigali, Rwanda, setting up a regional office to initiate our direct delivery, strengthen our partnership management, advocacy activities and regional fundraising.

Purpose:

The **data clerk's** role is to transfer paper-based data to Microsoft excel (digital format).

Main Responsibilities:

1. Data entry
 - Accurately enter data recorded on the data collection/developmental delays and disability screening forms into the specific database
 - Maintain data records, keeping an up-to-date filing system
 - Identify any problems with the database and take appropriate actions in discussion with line manager

2. Confidentiality

- Review and fully **comply with Chance for Childhood's Data Protection Policy**
- Ensure that appropriate data protection measures are followed and taken to prevent unauthorized access to and usage of data
- Prevent the loss of data by backing up data on a daily basis
- Maintain confidentiality of all project information, unless there is a prior authorization or agreement with the Project Manager to share information with specific external stakeholders

3. General Support to Team

- Support the preparation of project reports/updates in relation to the data being inputted
- Ready to perform any other project related duties as assigned by the Project Manager

Qualifications:

Essential

- Holder of a **Bachelor's degree in** statistics, monitoring and evaluation, social studies, education or any other relevant field
- Extensive experience with data inputting
- Superior skills in using Microsoft Excel 2016
- Demonstrate ability to secure data and maintain confidentiality
- Experience managing and analysing quantitative data
- Excellent communication skills
- Work well in a team
- Fluent in English

Desired

- Relevant knowledge on disability and inclusion practices for children with different kinds of disabilities and within Rwandan context
- Knowledge on the Rights of Persons with Disabilities and the barriers they face in Rwandan community
- Familiar with Washington Group Question sets
- Experience working in child rights organizations
- Knowledge of General Data Protection Regulation (GDPR) standard and practices
- Fluent in Kinyarwanda

To apply:

Please send in a one-page Letter of Motivation and a two-page CV in English to apply@chanceforchildhood.org by end of day on 24th September. Please put **subject line as 'Data entry clerk – First and Last name'**.

Shortlisted candidates are requested to review Chance for Childhood's Child Protection Policy. Please download the policy via link:
<https://chanceforchildhood.org/wp-content/uploads/2018/11/Chance-for-Childhood-Child-Safeguarding-Policy-2018.pdf>

The successful candidate must review and agree to comply to Chance for **Childhood's Child Protection Policy prior to starting the position.**

Chance for Childhood is an equal opportunities employer.

We appreciate the interest of all candidates, however, only those selected for an interview will be contacted. Suitable candidates might be called in for an introductory discussion before the deadline.