



TREATMENT & RESEARCH AIDS CENTER
Centre de Traitement et de Recherche sur le SIDA

Job Announcement

The Treatment and Research AIDS Center (TRAC) invites applications from suitably qualified and motivated candidates to serve as the Temporary Data Entry for a short-time on Patient registration into the TRACnet system.

Unit: ICT & Applied Statistics

Post: Data Entry (Short-time)

Supervisor: Head of ICT & Applied Statistics Unit

Duration: 45 working days

Summary:

To perform the HIV patient data entry into the database and ensure that entered data is accurate and of high quality.

Tasks & Responsibilities

- To enter data from the Patient information Forms/ questionnaires into the Computer Database according to the requirements
- To mark out missing data on any given patient information form and inform the supervisor for the immediate correction
- To work closely as a team with other data entry members in order to ensure that the data entry process and activities are going smoothly
- To ensure that all Patient data entered are accurate and cleaned as well as possible
- To identify problems in the database or in the data entry process, and report them in a timely fashion to the Supervisor
- To ensure daily management of patient's data recorded in the machine before the backups activity by the Supervisor
- Ensure protection of Patient's data entered in the database against external computer attacks by preventing them the threats like viruses, hackers or any damages.
- Fill-up the daily check-list of activity accomplishment and submit it to the Supervisor

Requirements for the application

- Rwandan Nationality
- Minimum of A2 Diploma from Secondary School
- At least 2 year of experience with data entry and Database use. Experience with working in health surveys and its related data entry activities will be an advantage
- Excellent verbal communication and writing skills
- Excellent computer knowledge and skills in Database and standard office software
- Good communication and interpersonal skills
- Should be highly motivated person and able to meet deadlines;
- Able to work in a team but also independently

Interested applicants who meet the above requirements should submit in the following documents: an application letter, detailed curriculum vitae, notified copies of Diploma, copies of "**Attestation des Services rendus**" and a copy of the national identity card. All applications should be addressed to the Managing Director of TRAC at TRAC office opposite SERENA Hotel not later than January 23rd 2008 at 3:30 PM.

Dr Anita ASIIMWE
TRAC Managing Director