



NEW LIGHT CHILDREN CENTRE ORG.

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JOB OPPORTUNITY AT NELICO:

New Light Children Centre Organization (NELICO). Is a Non-profit, Non-governmental Organization registered under the Non-Governmental Organizations Act No. 24 of 2002 on 28th March 2006 and awarded with registration certificate No. 00NGO/0739. NELICO currently operate in Geita Region focusing on supporting Orphans, Most Vulnerable children and Youth by providing free legal services to the marginalized groups, direct support to MVC, Youth involvement, Health awareness, improved quality education and Psychosocial Support to women, children and people with Disability.

ABOUT PROJECT

The KIZAZI KIPYA project, or New Generation, is working to transform the lives of vulnerable Tanzanian children and young people, particularly those affected by HIV. This five-year project builds on years of collaboration between Pact and USAID in Tanzania that already has made a significant, measurable difference for the country's youth. KIZAZI KIPYA planned outcomes include better financial resources for parents and caregivers of orphans and vulnerable children (OVC), as well as improved access to health and HIV services for children and adolescents, including those who are hard to reach.

The project is working across all regions of Tanzania. Partners include the Elizabeth Glaser Pediatric AIDS Foundation, the Aga Khan Foundation, Railway Children Africa , the Ifakara Health Institute and for local NGO who partner with Pact such as NELICO.

NELICO employs competent, dynamic individuals with strong technical knowledge and public health management skills in implementing the program objectives. NELICO is now seeking to fill the position of Data Clerk for the USAID KIZAZI KIPYA project – the enclosed Job Descriptions include vacancies for the mentioned based in Bukombe and Chato DC:

1. Data Clerks.

Reporting to: Monitoring and Evaluation officer

Minimum Qualification: Diploma

Experience lever: 1Year

Overview:

The Data clerk under the supervision of Monitoring and Evaluation officer will assist to do data entry of the USAID Kizazi Kipya Project case management forms, manage and maintain all case management hardcopies including filing, photocopying and arrangement into file cabinets. The data clerks may also perform other duties as assigned by Project Manager or Supervisor

Responsibilities:

The data clerk will be responsible for the following;

- Daily data entry of monthly services, WORTH YETU, HIV risk assessment forms, Case closure, VAC and GBV reporting incident form and other case management forms as assigned by the supervisor
- Support Verification of Case management forms for the completeness submitted by Communities volunteers before data entry
- Support and work with ESLOs in entering of monthly WORTH YETU groups data into SAVIX system.
- Photocopying, Sorting and Filing of Hard copy of Case Management forms
- Assist in sorting and filing of hard copies into cabin/shelf
- Do any assignment assigned by supervisor.

Minimum requirements:

Education:

- At least Diploma Public Administration, Sociology, Record Management, Rural development, Computer science, IT, Statistics or other related social sciences, Bachelor's degree is preferred
- Academic qualification on Data management and Record keeping will be added advantage

Experience:

- Knowledgeable on Case management and computer application such as Microsoft Word and Excel
- Experience with use of mobile for data entry in Commcare and DHIS2 system

NELICO Job Opportunity for USAID Kizazi Kipyra

- Excellent written, oral and presentation skills in English and Kiswahili
- Have at least 1 Year experience in data entry
- Experience with data entry for PEPFAR funded projects in Tanzania

Number required: 2 Data Clerks (Bukombe 1, Chato 1)

Mode of Application for All Vacancies:

Interested and qualified applicants should send their Application cover letter, detailed CV, Copies of relevant certificates, email and telephone contacts, names and addresses of three referees to be forwarded via admin@nelicotz.org

You will be required to bring original certificates if you are contacted for interviews.

Contact Address

Human Resources Manager,

New Light Children Centre Organization (NELICO),

P.O. BOX 160,

GEITA.

Email: admin@nelicotz.org

Deadline for application: 02th January 2021.

NB: Application will be served on the basis of first come first serve. Applications after deadline date will not be considered. An applicant with clean K2 working experience is an added advantage.

NELICO is an equal Opportunity, Affirmative, Action Employer committed to work place diversity. Therefore we accept applicants without regard to age, race, color, national origin, ancestry, creed, religion, gender, disability, marital status, sexual orientation, sexual preference or political affiliation in any employment