



UNIVERSITY OF NAIROBI

EXTERNAL JOB VACANCIES (PROJECT POSITION)

Applications are invited for the following position:

STUDY DATA CLERK, ACTION III TRIAL RESEARCH PROJECT IN THE DEPARTMENT OF OBSTETRICS & GYNECOLOGY - AD/5/116/21 (2 POSTS) (CHS)

The Project

ACTION III TRIAL is a three (3) years multi-country, multi-center, three-arm, parallel group, double-blind, placebo-controlled, randomized trial of two doses of antenatal corticosteroids for women with a high probability of birth in the late preterm period. The project will be conducted in three (3) hospitals in Kenya.

The Position

This is a full time position based in Nairobi.

Job description

- Enter data on an online platform and scan the study questionnaires.
- Prepare new patient files and ensure all files contain the required forms.
- Conduct weekly data quality checks with guidance from the data manager and maintain data cleanliness.
- Maintain a clean log frame of data queries and how they have been resolved.

Job specifications

- Applicants must have KCSE or its equivalent with a pass in English.
- They must have a diploma or degree in IT or its equivalent.
- He/she should have two (2) years' experience in IT and data entry.
- In addition, they must have experience in research and data-handling environment.
- Applicants having worked on online data entry platform, will have an added advantage.

Terms of appointment

This a position whose tenure is one (1) year contract renewable based on performance and by mutual consent. The salary is negotiable depending on the level of education and work experience.

NOTES

1. Applicants should email their application letters and certified copies of certificates and CV giving details of their qualifications, experience and 3 referees indicating their telephone contacts and e-mail contacts.
2. Applications and related documents should be addressed to The Principal, College of Health Sciences and forwarded through the applicants' heads of departments, where applicable.
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear the reference code as shown in the advertisement.
5. Applications should be emailed to [**recruit-stctp@uonbi.ac.ke**](mailto:recruit-stctp@uonbi.ac.ke)

CLOSING DATE: TUESDAY, JUNE 8, 2021

**THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER.
ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.**