



9 Planets Apartments: Block S6, Kabarnet Road

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ADVERTISEMENT

Position Title: DATA ENTRY CLERKS – (1/17)

Location: Nairobi

Contract term: 4 Days contract.

Rural Outreach Africa was registered as Rural Outreach Program (ROP) in 1992 as a non-profit organization. Its main objective is to undertake development activities aimed at improving the livelihoods of the rural poor in Kenya, of whom over 55 per cent live below the poverty line.

ROP Africa wishes to recruit three (3) Data Entry Clerks for duration of four (4) days, at its head office in Nairobi.

KEY AREAS OF RESPONSIBILITY

The main responsibilities of the data entry clerk involve;

- Checking that all questionnaires received are complete,
- Serializing the questionnaires;
- Accurately keying in data in the data entry software template that will be used for the exercise;
- Ensure that all text variables are 100% accurate.

QUALIFICATIONS

- A minimum of KCSE level certification
- Fluency in written and spoken English
- Experience in data entry from questionnaires
- Good computer skills with an emphasis on proven working experience with (MS Excel)
- An eye for detail, coupled with near perfect accuracy in data capture and willingness to convene on short notice.

If you wish to apply for this position, please send your résumé with a covering letter (quoting the position and reference number 1/17 in the subject of the email) to: slyaura2002@gmail.com on or before 5.00pm Monday 30th October 2017.

ROP-AFRICA is an equal opportunity employer. Only those candidates selected for an interview will be contacted