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| **Position Title:** | Data Entry Clerk |
| **Position Number:** | 4002 |
| **Reports To:** | Database Manager |
| **Project Worksite:** | JFK, Redemption, C.H. Rennie, and Duport Road |

**About PREVAIL:**

PREVAIL, or the Partnership for Research on Vaccines and Infectious Diseases in Liberia, is a clinical research partnership between the U.S. Department of Health and Human Services and the Liberian Ministry of Health

**Summary of Position:**

Responsible for performing specialized data management and clerical duties such as record-keeping and managing forms and information and responds to queries by retrieving information in file systems**.**

**Description of Responsibilities:**

* Conduct double data entry and validation exercise to ensure completeness, accuracy and integrity of data entered.
* Identifying any problems with the database and taking appropriate action in discussion with your line manager.
* In collaboration with the Quality Control team, resolve all data queries generated from the electronic data management system
* Ensuring that all study related case report forms are kept up to date.
* Maintaining adequate records, keeping an up to date filing system.
* Ensuring that appropriate security measures are taken to prevent unauthorized access to PREVAIL database.
* Conduct data validation exercise to ensure completeness, accuracy and integrity of data entered
* Monitor the internet connectivity to ensure continuous and reliable data transmission where applicable
* To ensure backup of all electronic data where applicable in accordance with the guidelines and regulations for data management
* File and maintain an updated record (Case Report Form) for every participant enrolled in PREVAIL studies.
* Other duties as assigned

**Qualifications**

* **Education:** Diploma or equivalent degree in Computer Science, Data Management or related field.
* **Preferred Job-related Experience:** At least three (3) years of data entry experience with an ability to record data accurately and a high attention to detail. Experience working in a fast-paced office environment and experience using database management applications & electronic data capture systems required.
* **Additional Eligibility Qualifications: Effective verbal and written communication skills, including an ability to effectively deal with telephone and email inquiries required, in addition to the ability to work cooperatively with others to meet tight deadlines. Time management skills are required to prioritize assignments and deliver projects within required schedules.**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned with or without notice.

*FHI Clinical values the diversity of our workforce. Without limiting the scope of the preceding provision, all persons who work or who seek to work in Liberia are entitled to enjoy and to exercise the rights and protections conferred by the Decent Work Act of 2015 irrespective of:  race, tribe, indigenous group, language, colour, descent, national, social or ethnic extraction or origin, economic status, community or occupation; immigrant or temporary resident status; sex, gender identity or sexual orientation; marital status or family responsibilities; previous, current or future pregnancy or breastfeeding; age; creed, religion or religious belief; political affiliation or opinion, or ideological conviction; physical or mental disability; health status including HIV or AIDS status, whether actual or perceived; irrelevant criminal record, acquittal of a crime or dismissal of a criminal prosecution against them; or personal association with someone possessing or perceived to possess one or more of these attributes.*

**Process to apply for this position:**

**Deliver the application to**:FHI 360 Financial Management Center

16th Street, Payne Avenue, Sinkor

Monrovia, Liberia

202-884-8000

**OR**

**Send an email to:** [LiberiaRecruitment@fhiclinical.com](mailto:LiberiaRecruitment@fhiclinical.com)

**INCLUDE**: Position Title and number, Current CV/Résumé, FHI Clinical Job Application