



Job Opportunity Short-Term Data Entry Service



The National Center for HIV/AIDS, Dermatology and STDs (NCHADS) with funding from the President's Emergency Plan for AIDS Relief (PEPFAR) through the US Center for Disease Control and Prevention (US CDC) in Cambodia conducted a mapping of most at risk populations (MARP) in two operational districts in Battambang province in February 2015. Data collection has been completed. NCHADS is looking for 02 qualified individuals to perform the data entry.

Position: Data Entry Assistant (two positions)
Work Location: US CDC Cambodia Office, collocated with at the Ministry of Health, Phnom Penh
Length of service: One month, possibly from 1 - 31 May 2015

Job Summary: the data entry person(s) will be responsible for entering into an electronic database all the data from the questionnaires. The person(s) will report to NCHADS Director and be under the direct supervision of US CDC Cambodia staff.

Task Components:

- A- Enter into an electronic database all the data from the questionnaires. We have **1343** questionnaires, administered with health and non-health service facility manager/owner (15 variables); with most at risk populations (MARPs: entertainment workers, men who have sex with men, Transgender, People Who Use Drugs, and People Who Inject Drugs) with 35 variables, and with entertainment establishment owners/managers (18 variables).
- B- Clean and complete missing information in the electronic database as needed.
- C- Communicate with CDC staff about any question and/or problem with regard to data, data records and database.
- D- Ensure that data are properly entered into the database in an adequate and timely fashion.
- E- Keep confidential all information in the questionnaire.
- F- Work regularly (08:00-12:00 and 13:00 – 17:00, Monday- Friday) until the data are ready for analysis.

With agreement from both parties, this term of reference may be modified from time to time, as required in the interest of the project/activity.

Deliverables: The data entry service will be completed within 30 days after the work contract is signed. The payment will be made based on the number of questionnaires properly entered into the database.

Qualifications:

- A- At least high school education with vocational training/knowledge on computers. Bachelor's degree of IT, computer science, statistic or technical/specialized area of biostatistics, public health and social science are additional assets.
- B- Experience in data entry, data reviewing, checking for and correcting errors in data is necessary.
- C- Ability to plan/arrange daily tasks, commitment to finishing assigned tasks, and report on work progress is important.
- D- Honesty, interpersonal skills and ability to seek/clarify information/data are extremely important.
- E- Listening/speaking/reading and writing English and Khmer are required.
- F- Knowledge of Cambodian culture, research ethics, laws and regulations, confidentiality and privacy, public health are valuable.

Interested individuals are encouraged to apply by e-mail or in writing with a copy of an up-to-date CV to the following address:

Procurement Office on 1st floor of National Centre for HIV/AIDS, Dermatology and STDs
No. 245H, St. 6A, Phum Kean Klang, Sangkat Prek Leap, Khan Rusey Keo, Phnom Penh, Cambodia
E-mail: nala@nchads.org
Website: www.nchads.org
Toll: 023 432 090/ 016 595969

Applicants should clearly mark applied position title and send to the above address no later than 17:00 on Friday, April 24, 2015