

**POSITION: DATA ENTRY CLERK (INTERN)**

**PERIOD: SIX MONTHS**

**Job Profile**

As a Data Entry Clerk, you will play a crucial role in our transition from manual record-keeping to a digitized system. Your primary responsibility will be to transfer existing paper-based records into a digital format. The data you input will be essential for analysis by our ICT officers.

**Primary Duties and Responsibilities**

- 1) Support Archdiocese of Nairobi Self Help Groups in the ongoing system migration in alignment with organizational strategic goals
- 2) Analyse, clean-up and transform data ready for migration to a new core banking system
- 3) Assist self-help groups in data preparation, clean-up and analysis to a new core banking system ensuring accuracy and integrity
- 4) Act as the first point of contact for the users in the assigned self help groups and provide effective end-user support as required.
- 5) Accurately enter data from paper documents into our electronic database.
- 6) Verify and correct any discrepancies or errors in the records.
- 7) Organize and maintain digital files for easy retrieval.
- 8) Collaborate with the ICT team to ensure data quality and consistency.
- 9) Follow established procedures and guidelines for data entry.
- 10) Work closely with the implementation team to facilitate a smooth migration process.

- 11) Document data processes and contribute to the development of best practices for future migrations.
- 12) Escalate any technical issues as required and review the effectiveness of service.
- 13) Perform any other duty as may be assigned from time to time.

### **Experience and Qualifications**

- 1) Recent graduates with a diploma in Information Technology or related field.
- 2) Excellent communication, interpersonal and team-working skills with the ability to operate in a multi-cultural environment
- 3) Strong technical skills in Microsoft Office
- 4) A good understanding of accounting principles
- 5) Highly developed organisational skills including prioritisation, project management and time management
- 6) Eagerness to learn and adapt to new technologies and systems.
- 7) Excellent problem-solving abilities and attention to detail

### **How to Apply:**

Interested candidates who meet the above criteria should send their applications, detailed CVs, names of three referees, available testimonials and working hours telephone contact.

Applications should be addressed to: Email: [recruitment@caritasnairobi.org](mailto:recruitment@caritasnairobi.org)

The subject of the email should clearly indicate the position being applied for i.e.

APPLICATION FOR THE POSITION OF ICT GRADUATE INTERN. Applications must reach us on or before Monday 6th May 2024.