

Data Officer at Zizi Afrique Foundation

[Apply Now](#)

Company: JobWebKenya

Location: Kenya

Category: computer-and-mathematical

Job Description

Our Vision A world where all children and youth learn and thrive Our Mission We consolidate evidence, innovate solutions through collaborative networking, shape policy and practice to equip all children and youth with competences for life and work Core Values Every day we pursue... Ubuntu – we believe that we cannot succeed alone. We collaborate with others and support others to achieve their dreams. We work hard to create a better world for each other, and for all of us. Curiosity – we are inquisitive and we are genuinely interested in what we do not know. We take time to seek knowledge through listening, reading and learning from others. Respect – we value what others do, and take seriously their worldviews, even when it is different from ours. We take time to listen and understand their frame of mind. We embrace our differences and value diversity in engagement with others. Safety – we seek to secure ourselves while we work, and protect all those we work with. We invest to create safe learning and working environments, to enhance physical, psychological and mental wellbeing for everyone. Accountability – we are answerable to ourselves and to others. We are prudent with resources, and openly share what we are learning and creating. We are honest, on both our successes and our failures.

Duties and responsibilities:

Support development and ensure availability of programs data collection tools.

Provide an oversight on quality data collection, collation, data entry and analysis of results using statistical techniques and provide performance reports as required.

Provide supportive supervision for data collection and entry.

Conduct field visits as required for trouble shooting data issues.

Develop, review and maintain copies of data collection forms (ensuring accurate updating as needed) and support documentation for data management.

Maintain databases back up and filing systems for the programs data.

Perform and document procedures for data preparation including data cleaning, standardization and data analysis.

Ensure data management procedures have set timelines and meet established deadlines.

Participate in programs data and progress reviews as required with the Directorate of Programs and partners.

Ensure stock taking and supply of data collection tools and/or forms is done in a timely manner.

Conduct data quality and assurance audits for the programs data.

Lead in the development of a data management systems that supports field teams for timely submission of data.

Support and contribute to the write-up of programs report.

Others:

Attend, and fully participate in staff meetings and retreats as required.

Support the development of bimonthly and annual progress reports for the Directorate.

Perform other duties as may be required from time to time.

Requirements

Academic Qualifications:

Bachelor's Degree in Economics, Statistics, Mathematics, Business administration, or any other relevant field.

Other Qualifications

Knowledge of statistics and experience using statistical packages for analyzing datasets (STATA, Advanced Excel, SPSS, R etc.)

Previous relevant work experience required.

At least three years' relevant experience in programmatic information management and managing databases.

Strong administrative skills, organizational skills, and attention to detail.

Proficient with computer technology and Microsoft Office applications

Knowledge of working in donor funded projects is desirable.

Must have good writing and analytical skills.

In addition to Microsoft Excel, the incumbent should demonstrate fluency in the use of at least two other data analysis and visualization tools.

[Apply Now](#)

Cross References and Citations:

1. [Data Officer at Zizi Afrique Foundation](#)[Highestpayingjobs](#) [Jobs Kenya](#)

[Highestpayingjobs](#) ↗

2. [Data Officer at Zizi Afrique Foundation](#)[Expertini](#)[Jobs Kenya](#) [Expertini](#) ↗

3. [Data Officer at Zizi Afrique Foundation](#)[Photographerjobs](#) [Jobs Kenya](#)

[Photographerjobs](#) ↗

4. [Data Officer at Zizi Afrique Foundation](#)[Canadajobsearch](#) [Jobs Kenya](#) [Canadajobsearch](#)

↗

5. [Data Officer at Zizi Afrique Foundation](#)[Marketingjobs](#) [Jobs Kenya](#) [Marketingjobs](#) ↗

6. [Data Officer at Zizi Afrique Foundation](#)[Adminjobs](#)[Jobs Kenya](#) [Adminjobs](#) ↗

7. [Data Officer at Zizi Afrique Foundation](#)[Sustainabilityjobs](#) [Jobs Kenya](#) [Sustainabilityjobs](#)

↗

8. [Data Officer at Zizi Afrique Foundation](#)[Ecommercejobopportunities](#) [Jobs Kenya](#)

Ecommercejobopportunities ↗

- 9. Data Officer at Zizi Afrique Foundation Dataanalyticsjobs Jobs Kenya Dataanalyticsjobs ↗**
- 10. Data Officer at Zizi Afrique Foundation Seekingjobs Jobs Kenya Seekingjobs ↗**
- 11. Data Officer at Zizi Afrique Foundation Realestatejobsnearme Jobs Kenya Realestatejobsnearme ↗**
- 12. Data Officer at Zizi Afrique Foundation UltimatejobfinderJobs Kenya Ultimatejobfinder ↗**
- 13. Data Officer at Zizi Afrique Foundation Munichjobs Jobs Kenya Munichjobs ↗**
- 14. Data Officer at Zizi Afrique Foundation BouncerjobsJobs Kenya Bouncerjobs↗**
- 15. Data Officer at Zizi Afrique Foundation Agriculturejobs Jobs Kenya Agriculturejobs ↗**
- 16. Data Officer at Zizi Afrique Foundation Interiordesignjobs Jobs Kenya Interiordesignjobs ↗**
- 17. Data Officer at Zizi Afrique Foundation Electronicsjobs Jobs Kenya Electronicsjobs ↗**
- 18. Data Officer at Zizi Afrique Foundation TextilejobsJobs Kenya Textilejobs↗**
- 19. Data officer at zizi afrique foundation Jobs Kenya ↗**
- 20. AMP Version of Data officer at zizi afrique foundation ↗**
- 21. Data officer at zizi afrique foundation Kenya Jobs ↗**
- 22. Data officer at zizi afrique foundation Jobs Kenya ↗**
- 23. Data officer at zizi afrique foundation Job Search ↗**
- 24. Data officer at zizi afrique foundation Search ↗**
- 25. Data officer at zizi afrique foundation Find Jobs ↗**

Source<https://ke.expertini.com/jobs/job/data-officer-at-zizi-afrique-foundation-kenya-jobwebkenya-39a8b64fe9/>

Generated on: 2024-05-04 by [Expertini.Com](https://www.expertini.com)