



REPUBLIC OF LIBERIA

MINISTRY OF HEALTH

Released March 31, 2017

VACANCY

The Ministry of HEALTH received grants from the Global Fund to fight HIV/AIDs, Malaria and Tuberculosis and support to health system strengthening in Liberia. The Ministry now intends to hire the services of consultants that will serve in the below listed capacity:

1. Data Clerk: One(1) Position

Position	One(1) Position
Job Title	Data Clerk
Supervisor: Line of Reporting	M&E Coordinator
Objective & Duties	<p><i>Position Objective</i></p> <ul style="list-style-type: none">• To provide highly accurate data entry services to all members of the Program <p><i>Duties and Responsibilities</i></p> <ul style="list-style-type: none">• To provide fast, high quality data entry services to all members of the Program, including data entry of monthly and quarterly reports• To perform basic data aggregation and analysis <p>To work with the IT and/or Database Manger to ensure that Program data management systems are followed.</p>
Required Skills and Qualification	<ul style="list-style-type: none">• At least a high school diploma• Knowledge and skills in data entry• At least two years' experience in data entry and analysis• Must have experience in conducting training and undertaking supportive supervision of health facilities
Describe skills	Computer literate, good English (both written & spoken), team player

All applicants interested in any of the above positions are kindly asked to submit their applications to the address below and drop it in the tender box or the email stated below:

**The Personnel Division
Attn: James M. Beyan, Human Resource Manager
Ministry of Health, Congo Town**

Monrovia, Liberia

Email: proumohsw@gmail.com

This vacancy is also found on the Ministry's website: www.moh.gov.lr

**DEADLINE FOR SUBMISSION OF APPLICATIONS: Friday, April 21, 2017 AT 4:00PM
LOCAL TIME.**

