

Vacancy Announcement no:	AAS/DMA/
Position Title:	Data Management Assistant
Department	Communications
Position Location:	Nairobi, Kenya
Reporting to	Communications Manager
Organization	African Academy of Sciences
Duration:	3 months (Temporary)
Closing date:	13th November 2017

Organization Overview:

The AAS is a pan African organisation headquartered in Kenya, which aims to drive sustainable development in Africa through science, technology and innovation. It has a tripartite mandate of pursuing excellence by recognising scholars and achievers; providing advisory and think tank functions for shaping the continent's strategies and policies; and implementing key Science, Technology and Innovation (STI) programmes that impact on developmental challenges through the agenda setting and funding platform, the Alliance for Accelerating Excellence in Science in Africa (AESA).

Position overview:

The overall purpose of this task is to collect and enter data about AESA investments and programmes, AAS Fellows and Affiliates and AAS MOUs and Agreements into databases and maintaining accurate, up to date and useable records. The ideal candidate should have data collection and entry skills including familiarity with spreadsheets and online forms, fast typing, have an eye for detail, have advanced skills in Ms Excel and using data visualisation tools. Administration skills are also necessary for this role. The position will require the incumbent to liaise with AESA funded programmes in different countries to collect data that can be used in communication and advocacy efforts.

In addition, the AAS being an organisation that consists of a pool of Fellows and Affiliates needs to gather data about its constituency in a portal and keep it up to date. The AAS has MOUs and agreements signed with several institutions since its establishment in 1985 that need to be collated into a single database for ease of access and record keeping, which the incumbent will be responsible for.

Duties and responsibilities:

- Collect, collate and sort data to establish entry priorities
- Review data for quality (completeness, consistency) to resolve discrepancies before entry
- Verify entered data by reviewing, deleting, or re-entering, removing duplicates and or wrong entries to improve quality
- Develop and share information summaries regularly
- Respond to data/information access and retrieval requests as may be required
- Assure information security by completing data base backups regularly
- Effectively liaising with internal and external stakeholders to collect the data
- Data visualisation
- Administration duties including filing, faxing and scanning
- Collate details about Fellows and Affiliates into a shared portal for ease of access
- Other duties as assigned.

Qualifications and Requirements:

- Degree in statistics, demography, biometry, informatics, public health, data science. Diploma holders with more than 1-year work experience will be considered
- A minimum of six months data entry and manipulation experience required
- Understanding of importance of quality and timely data
- Data entry experience in an online database
- Ability to work independently with minimum supervision but also participate as a team member in accomplishment of duties
- Advanced skills in Excel
- Computer proficiency in word processing, and at the following packages Ms Office Suite, Access, and familiarity with SPSS or STATA will be preferred ability
- Must have the ability to learn new applications quickly
- Experience and proficiency in using data visualisation tools
- Good planning, organisation and communication skills
- Knowledge and experience of data storage and analyses systems
- Personal motivation
- Administration skills
- Maintain data Integrity and confidentiality.

Applicants must email a completed application form from the AAS website, a detailed curriculum vitae with a list of referees and a cover letter to recruitment@aasciences.ac.ke, with the **Position and Vacancy Number as the Subject** by **13th November 2017**. Only shortlisted candidates will be contacted.