BACKGROUND:

Amref Health Africa – Tanzania is an independent, non-profit, non-governmental organization (NGO) whose mission is "to improve the health of people by partnering with and empowering communities and strengthening health systems". Amref Health Africa-Tanzania is largely supported by Multilateral, Bilateral, and National donors, implementing several programmes including HIV/AIDS/TB/Malaria, Reproductive, Maternal, Newborn, and Child Health, Water and sanitation, and clinical outreach.

Amref Health Africa Tanzania's projects respond to national health priorities and sustainable development goals (SDGs) in addressing the needs of needy communities mostly women and children. We work to increase the effectiveness, efficiency, and sustainability of health services by strengthening health systems, improving access to services, advocating stronger community health systems, and influencing health policies. With the above background, Amref Health Africa Tanzania has the following Opportunity:

Position: **Electronic document management system (EDMS)- Data Clerk (4)**
Reporting to: **ICT Officer**
Location: **Dar es salaam**
Duration: **2 Month**

Job Purpose.

1. Improved Document Workflow by create a centralized, digital repository for all of an organization's documents and files, allowing for efficient storage, organization, retrieval, and sharing of information.

2. Enhanced Information Security and Compliance Edms, organizations can ensure that documents are stored and managed in a secure and controlled environment.

Duties and Responsibilities

- Appraise, prepare and clean up documents for scanning
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output
  Scan documents and print files, when needed
- Export and perform data quality checks on the EDMS
- Post documents, filing and boxing of scanned documents
- Compile, verify accuracy and sort documents and information according to instruction
- Generate reports, store completed work in designated locations and perform backup operations
- Respond to queries for information and access relevant files
- Comply with data integrity and security policies
- Keep information confidential.

Academic Qualification.

Minimum Diploma or Degree in Information, Records or Computer related course
[6] month computer training or academic certification in computer related subject

Required skills.

Data entry work
Experience with MS Office and data programs
Knowledge of using office equipment, like printers and scanners
Minimum 30WPM Typing speed and accuracy
Ability to stay focused on assigned tasks

HOW TO APPLY: -
If you meet the criteria given above and are interested in the vacancies, please visit Amref's website
https://amref.org/vacancies/. Amref will conduct interviews at Dar es Salaam Offices to select qualified
candidates. To be considered, your application must be received by 16.30 Hours on October 22, 2024.
1. Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy
2. "Amref Health Africa is committed to the principles of safeguarding in the workplace and will not tolerate any form of abuse, wherever it occurs or whoever is responsible"
3. Any Applicant attempting or communicating to the Amref Health Africa Management or Staff through phone calls, SMS, text emails and other means will automatically be disqualified from this opportunity. All communications should be channeled to the provided official correspondence email above