Data Clerk
USAID Advancing Nutrition
Kyrgyz Republic

**DESCRIPTION:**

USAID Advancing Nutrition is USAID’s flagship multi-sectoral nutrition project, led by the JSI Research & Training Institute, Inc. (JSI), and a diverse group of experienced partners. Launched in September 2018, USAID Advancing Nutrition implements and provides technical support to nutrition interventions across sectors and disciplines for USAID and its partners. The project’s multi-sectoral approach draws together global nutrition experience to design, implement and evaluate programs that address the root causes of malnutrition. Committed to using a systems approach, USAID Advancing Nutrition strives to sustain positive outcomes by building local capacity, supporting behavior change, and strengthening the enabling environment to save lives, improve health, build resilience, increase economic productivity and advance development.

Within the Kyrgyz Republic, USAID Advancing Nutrition will work to improve key health behaviors by expanding work within Jalalabad oblast and into the new region of Batken. The project’s objective is to sustainably improve the nutritional status of the Kyrgyzstani population through the improvement of nutrition-related behaviors, strengthening the quality of nutrition services within the health system, and increasing the consumption of nutritious foods.

**SUMMARY**

The data clerk will support the program and monitoring & evaluation teams with the project data collection and entry. Data entry clerk responsibilities include collecting, sorting, entering and maintaining accurate project information in the spreadsheets and online forms. In coordination with the program and monitoring & evaluation teams, the data clerk will be engaged in routine and/or survey data collection and verification processes. This position will be based in Bishkek.

**RESPONSIBILITIES:**

* Work with project program staff and Monitoring, Evaluation, and Learning (MEL) Specialist to support data collection and entry of the project’s activities.
* Compile, verify accuracy, and enter the collected data to the online system on a daily basis.
* Sort and upload the original data forms to the appropriate folders in the project’s Google Drive.
* Support the project team in data verification on remote level as required.
* Prepare relevant reports on collected data as needed.
* Work with MEL Specialist to support data collection during the implementation of project’s qualitative and quantitative studies.
* Scan documents and print files, when needed.
* Provide other technical support as needed.

**COMPETENCIES:**

* Attentive to detail;
* Ability to enter data into the system quickly and accurately;
* Committed and responsible to the assigned tasks;
* Good communication skills, both written and verbal;
* Use own computer;
* Maintain confidentiality and discretion with sensitive information;
* Flexible for doing other tasks assigned;

**QUALIFICATIONS:**

* **Education**: A university senior-years student or Bachelor’s Degree in Public Health, Statistics, Social Sciences, or other relevant discipline
* **Experience**: Experience in working with databases. Previous experience in data collection and entry or equivalent experience in a related field
* **Computer Skills**: Good knowledge of Microsoft Word, Excel, Google Sheets.
* **Language Skills**:Written and verbal fluency in Kyrgyz and Russian, good knowledge of English