

Earthquake Response Operations

RETSS Data Collection Assistant– Job Description

Job description	
Job Title	Data Collection Assistant
Organizational Unit	Earthquake Response Operations (ERO), NRCS
Place of Work	Sindhupalchowk District
Grade/ Level	TBC (Level 4)
Immediate Supervisor’s Title	Health Officer (RETSS Training)- NRCS ERO

Background

Nepal Red Cross in the aftermath of the two successive earthquakes has been implementing integrated recovery activities in the 14 districts that have been classified as the most affected districts by the Nepal Government. In line with the PDNA and operational plan of the Government, NRCS with the support of the Federation and Partner National Societies (PNSs) has been leading the implementation of the integrated humanitarian recovery activities through the Earthquake Response Operation (ERO) unit – an independent operational unit reporting to the NRCS management. ERO also functions as a main coordination unit behalf of the RCRC partners in the management and implementation of the integrated operational plan for the recovery.

As a part of the Earthquake Response Operation programming in health, NRCS has developed a concept of Rural Health Care Capacity Building. In coordination with the Canadian Red Cross Society (CRC) and the Centre for Global Health- McGill University Hospital Center, NRCS has launched the three year project “Centre for Global Surgery Support to NRCS Rural Health Care Capacity Building Initiative” (CGS Support to NRCS RHCCB) The aim of this project is to enhance the capacity of institutional health care providers in delivering emergency care in rural districts with the overall aim of reducing morbidity and mortality of health-care seeking individuals. The training program delivered will be based on a training of trainer methodology and will be based at the district level. Master trainers from CGS-MUHC will provide emergency and team-based trainings as well as mentorship of trainers from the zonal to the health post level. Tertiary care centers within the zone will be responsible for co-facilitation of training within the district.

Job purpose

The data collection assistant works closely with the Health Officer (RETSS Training) in collecting data from source, sorting information and compiling before entering it into the database. Various components of the RETSS project comprises of data forms that includes but is not limited to health facility assessment, health professional skill assessment, training evaluation, pre-test and post-test evaluations among others. The data collection assistant will be responsible for accurate data entry, storage and reporting. Data clerk should ensure that the data is accurate, integral, non-redundant, consistent, complete, timely and confidential.

Job duties and responsibilities

The responsibilities of this role are:

- Field visit to training centers and health facilities to collect data
- Prepare source data for computer entry by compiling and sorting information
- Process source documents by reviewing data for deficiencies; resolving discrepancies by using standard procedures or returning incomplete documents to the team leader for resolution
- Maintain data entry requirement by following data program techniques and procedures
- Verify entered data and account data by reviewing, correcting, deleting or reentering data; purging files to eliminate duplication of data
- Research and obtain further information for incomplete documents
- Generate reports and store completed work in designated locations.
- Secure information by completing data base backups
- Scan documents and print files, when needed
- Comply with data integrity and security policy
- Protect operation by keeping data confidential
- Ensure proper use of office equipment and address any malfunctions
- Contribute to team effort by accomplishing related results as needed

In addition, the data clerk will also be responsible to support Health Officer (RETSS Training) in the following activities:

- Develop quarterly and monthly training plans
- Plan and implement assigned RETSS project activities in the district efficiently at the peripheral level.
- Support the Health Officer in co-ordination at district level with health facilities

- Perform other duties when required as instructed by seniors
- Support to follow program guidelines, review meetings, follow up after trainings, orientations programs at district to community level
- Assist in providing logistic support as required by the project.
- Be flexible to support visit to health facilities as guided by project.
- Field visits to health facilities for ensuring quality recording and reporting

Duties applicable to all staff

1. Actively work towards the achievement of the Nepal Red Cross Society 7th Development Plan and Recovery Framework.
Abide by and work in accordance with the Red Cross and Red Crescent principles, Code of Conduct for Disaster Response, NRCS Safer Access Framework and Code of Conduct, IFRCs Quality and Accountability Framework and HAP Framework.
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Position Requirements

Education	Required	Preferred
Higher secondary education	X	
Bachelor degree in any field		X
Additional computer training or certification		X
Experience	Required	Preferred
Proven data entry work experience, as a data entry operator or office clerk		X
Familiarity with administrative duties	X	
Experience in using office equipment like scanners, printers, laptop, i-pad etc.	X	
Knowledge and Skills	Required	Preferred
Typing skills in Nepali and English Language (speed and accuracy)	X	
Excellent knowledge of spelling, grammar and punctuation	X	
Attention to detail	X	
Confidentiality	X	
Organization skills with an ability to stay focused on assigned tasks		X
Demonstrated ability to function in extremely difficult conditions and work under pressure		X

Knowledge of the health context in rural Nepal		X
Willingness to travel within the district and region 80-90%	X	
Languages	Required	Preferred
Excellent command of Nepali and English language (Verbal and written)	X	