



SAFE WATER & AIDS PROJECT

P.O. BOX 3323-40100 KISUMU. TEL: 020-2030712 / 0714 761268 / 0733

039901

Behind Royal City Hotel, Milimani, Website: www.swapkenya.org

Posted: 6th May, 2019

Background

Safe Water and AIDS Project (SWAP) is a Non-Governmental Organization working on a number of Public Health Programmes, Research and Emergency support services in 6 counties of Western Kenya with a mission to improve the quality of life for the vulnerable in the community by building their capacities and supporting them to develop profitable health oriented micro-enterprises. SWAP started its activities in 2005 and is operating in Western Kenya with its headquarters in Kisumu. We are looking for qualified individuals to provide support in the following position:

1. Job Title: Research Assistant - Intern (REF: SWAP /01/19)

Department: Research

Reporting: Data Manager

Location: Kisumu

Duties & Responsibilities

- Data collection through phone interview
- Initiating Participant's payments through electronic system
- Backing up participant's data in the system
- Filing and data archiving
- Any other duties assigned by the Supervisor from time to time

Requirements

- Diploma in community health and development
- Competency in MsOffice
- Hands-on experience with spreadsheets and financial reports
- Accuracy and attention to detail
- Aptitude for numbers

- Ability to perform filing and record keeping
- Well organized, dependable & confident
- Fluency in oral and written English
- Good communication, organizational and interpersonal skills
- Must be one with high standards of honesty and integrity
- Certificate of good conduct is mandatory

If you fit the required profile and are interested in the position, please send your application to Human Resource & Administrative Officer, highlighting how your qualifications, experience and career aspirations match the requirements for the selected position. Submit your **cover letter and detailed C.V only** including three professional referees and details of your telephone contacts, to vacancies@swapkenya.org to be received **not later than 13th May, 2019**. Applicants **MUST** quote the job title and Reference number. Only shortlisted candidates will be contacted.