**Position Title: Intern – COVID -19 Vaccination Data Entry** (multiple vacancies)
**Reports to:** COVID-19 M&E Assistant
**Employment Type:** Full-time
**Job Location:** Mwanza
**Travel:** Up to 30% to the sites within the intervention district.

**Overall, Job Function:**
Interns for COVID-19 vaccination data entry support data entry activities, daily report compilation and verification. Under the supervision of the COVID-19 M&E Assistants, interns support SI activities related to all COVID-19 vaccination interventions at the facility and community. S/he will work closely with the COVID-19 vaccination team and strategic information teams in the respective districts and central to ensure all COVID-19 vaccination data is entered in Chanjocovid systems, and monitoring and reporting activities are implemented in accordance to approved plans.

**Specific Responsibilities and Duties:**
- Support facilities to enter data in the Chanjocovid system and ICAP data collection system (DHIS2)
- Participate in implementation of ICAP SI work plans covering activities of COVID -19 vaccination in both community and facility.
- Work closely with Regional and District Immunization & Vaccination Officers (RIVO and DIVO) to ensure timely collection of COVID -19 vaccination data as well as complete data entry in both paper-based and electronic systems, ensuring consistency between linked systems.
- Participate in vaccination data collection and cleaning and verification, including collection of proof of COVID-19 vaccination for data entry
- Support management of COVID-19 data including proper documentation and reporting of vaccination information
- Report any errors and problems observed in the electronic reporting systems including hardware/software malfunctions
- Ensure accurate and timely data submission and reporting of COVID 19 vaccination on daily basis, monthly, and quarterly covering all supported sites within the respective district.
- Perform any other duties as assigned by supervisor.

**Qualifications, Knowledge, and Skills:**
- **Required Education**: Certificate or higher in data management, computer science, monitoring & evaluation, statistics, or related field.
  - **Preferred Education**: Diploma or higher in data management, computer science, monitoring & evaluation, statistics, or related field
- **Preferred Experience**: At least 1 year experience with data systems, entry, collection, verification, and reporting for National monitoring programs or HIV programs in Tanzania
- **Preferred Experience**: Familiarity MOHCDGEC/PEPFAR data systems including DHIS
- Excellent computer skills, at minimum with Microsoft Office package including Word, Excel, PowerPoint, and Access
- Ability to maintain confidentiality regarding clients' health status and sensitive information contained in data sources.
- Flexibility to work after normal working hours and weekends and travel extensively to remote areas, including islands.

- Ability to interact well with all targeted groups and peer outreach workers by facilitating a non-judgmental, non-discriminatory, and non-stigmatizing environment in the program, to welcome all key and vulnerable population beneficiaries regardless of their background
- Must be a Tanzanian Citizen