# STRATEGIC INFORMATION ASSISTANT

**POSITION SUMMARY:** The Strategic Information Assistant is responsible to conduct electronic data entry and cleaning and analysis activities to various projects in ICAP Nigeria. S/he will work closely with the other members of the technical teams.

# MAJOR ACCOUNTABILITIES

**Specific responsibilities and duties:**

* Conduct timely and complete data entry from paper-based sources to electronic sources
* Compare data entered with source documents to verify the accuracy of data and detect and correct errors
* Participate in the generation of queries and data-cleaning activities
* Inform the supervisor of any problems or errors observed in the database and detect any hardware and software malfunctions and notify the supervisor
* Assist in the development of monthly, quarterly, and other reports on all indicators for submission and review by supervisors
* Assist in the development of data analysis presentations and progress tracking.
* Always maintain the security of data tools, including protecting the confidentiality of records and data
* Perform any other duties as assigned by the supervisor.

# Required qualifications, Knowledge, and skills:

* Required Education: Degree, Advanced Diploma or Certificate in data management, computer science, monitoring & evaluation, statistics, or related field.
* Required Experience: Minimum 1-year experience with electronic data entry and data management
* Excellent computer skills, at minimum with Microsoft Office package including Word, Excel, PowerPoint, and Access
* Ability to maintain confidentiality regarding clients’ health status and the sensitive information contained in data sources.
* Flexibility to work.
* 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