



**REDEEMED INTEGRATED DEVELOPMENT AGENCY (RIDA)
POSITION: DATA ASSISTANT – DREAMS**

Overview of the Program.

Redeemed Integrated Development Agency (RIDA), is sub-awarded by World Vision Kenya (WVK)- USAID Tumikia Mtoto Project to implement specific and appropriate Evidence-informed Behavioural Interventions targeting adolescent girls and young women (AGYW) aged 10-24 years and OVC 0-17 years in Five sub-counties within Nairobi County.

This is a 5 years OVC (Orphans and Vulnerable Children) and DREAMS (Determined, Resilient, Empowered, AIDS-Free, Mentored and Safe) Programs, that aims to increase use of Quality County-led Health and Social Services.

Purpose

The Data Assistant – USAID Tumikia Mtoto DREAMS Project will support Monitoring & Evaluation team in collection of primary data, The officer will ensure timely collection, compilation and update of information and data from the field into DREAMS database as per the program SoP, addressing capacity gaps, project design, implementation and review of the project’s performance,

Duties and responsibilities

- Work closely with World Vision/TUMIKIA MTOTO, Ward Administrators, Local Advisory Committees and CBOs to monitor and document seamless and effective implementation of DREAMS in the wards; leading to its success.
- Work with TUMIKIA MTOTO, partner CBOs, Ward Administrators and the Local Advisory Councils (LACs) to monitor, evaluate and document vulnerable adolescent girls and young women (AGYW) using the vulnerability criteria developed by the program.
- Map out intervention implementation areas based on geographical vulnerability scale developed by World Vision/TUMIKIA MTOTO;
- Manage information and assist to identify together with ward level stakeholders, and manage a central, girls-only Safe Space in each of the administrative wards of intervention; be the resident ward data custodian of the Safe Space, ensuring that it is equipped and stocked with DREAMS documentation tools, commodities, will ensure that it is safe and that it is branded accordingly;
- Monitor, evaluate and document implementation of the DREAMS package of evidence- informed interventions including, Risk Assessment and Risk Reduction Planning tool, Healthy Choices 1 & 2, SHUGA 1 and 2, SASA, Family Matters Programming, and promotive interventions like Condolympics and IEC materials distribution to reach the target AGYW.
- Manage information on sensitized health care workers on adolescent friendly services; and school-based HIV and pregnancy prevention sessions.
- Monitor, evaluate and manage information in liaison with World Vision to ensure vulnerable girls receive the full package of behavioral and economic empowerment interventions;

- Keep records on procured ward-level merchandise as appropriate on the advice of World Vision;
- Provide timely, detailed, complete and informative monthly and quarterly data reports based on the reporting timelines, templates and formats agreed upon with World Vision.
- Secure, store and protect from misuse all DREAMS-procured program assets. This includes maintaining an up-to-date inventory register detailing TUMIKIA MTOTO-tagged assets;
- The DREAMS Data Assistant will play the role of monitoring the local DREAMS representative in so far as the implementation of EBIs will be involved;
- He/she will ensure adherence to the ethics, rules and regulations set to regulate the behavior of everyone working with AGYW at the safe space.
- He/she will monitor and manage information on the work of mentors and facilitators in the wards, keeping records of their activities and work-plans as appropriate.
- He/she will ensure documentation of the AGYW stories/articles to the DREAMS newsletter, utilize Crucial Issues Comics; access the social media pages etc.
- Do data summaries as required and forward to the program teams and the M&E Officer to aid in program implementation and decision making.
- Conduct periodic analysis of the beneficiaries' data and share with the team for use in
- Planning.
- Mentor other program staff in program modules data capture, summary and reporting.
- Conduct home visits to project beneficiaries for data validation and verification as per the assigned target by the supervisor.
- Additionally, like other DREAMS program staff, will be required to sign a Working with Children Ethics, which will be retained at the local DREAMS offices in a manner that will be easy to access by donors

Qualifications, Skills & Experience

- A Bachelor's Degree or Diploma in Information Technology/ Health Records/ Social Sciences/Statistics or any other related field. Monitoring & Evaluation Certificate Training will be an added advantage.
- A minimum of one year or relevant experience in Information Technology and analytical work.
- Good data management and Entry skills.
- Database design, maintenance and analysis with at least SPSS, STATA, EXCEL applications.
- A good command of English and Kiswahili
- Strong documentation/report writing and communications skills.
- Training and program management skills
- Strong understanding of HIV/AIDS programs, experience working in care and treatment, and HTS programs will be an added advantage.
- Good interpersonal skills
- Ability to communicate efficiently with young people using all relevant approaches including social networking.

How to apply

Interested candidates should submit their application letter, a detailed CV, school Certificates and Current Certificate of Police clearance, recommendation letter from your pastor. Applications should be addressed to; The Human Resource Officer, RIDA Program, Email: hr@ridaprogram.org to reach us not later than 16th September, 2024

Only applications submitted via email will be considered and only short-listed candidates will be contacted.