

Job Title: **Data Entry and Management Assistant**

Project: [Advancing Sustainable Agriculture and Food Security in Kenya](#)

Location: [Kenya](#)

Job Type: Contract

[About the Project:](#)

We're seeking an experienced Data Entry and Management Assistant to support our project Advancing Sustainable Agriculture and Food Security in Kenya. This role involves managing and maintaining project data, ensuring accuracy and confidentiality.

[Job Summary:](#)

The Data Entry and Management Assistant will be responsible for data entry, management, and analysis, providing critical support to project implementation and decision-making.

[Key Responsibilities:](#)

- Data entry: Accurately and efficiently enter project data into designated systems
- Data management: Ensure data quality, integrity, and confidentiality
- Data analysis: Support data analysis and reporting, providing insights for project decision-making
- Data visualization: Create reports and visualizations to communicate project progress and outcomes

Requirements:

- Experience: 5+ years in data entry, management, or a related field
- Qualifications: Diploma or degree in Computer Science, Information Technology, or a related field
- Skills: Strong data entry and management skills, proficiency in data analysis software (e.g., Excel, SPSS, R)

What We Offer:

- Competitive contract rate
- Opportunity to work on a meaningful project impacting sustainable agriculture and food security in Kenya
- Collaborative and dynamic work environment

How to Apply:

If you're an experienced data professional with a passion for data management, please submit your application, including your resume and cover letter, to careers@mtuals.org
We look forward to hearing from you!