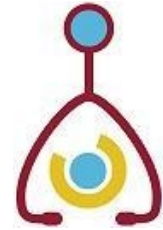


NORTH COAST MEDICAL TRAINING COLLEGE

P.O. Box 1045 – 80109 Mtwapa, Kenya

Website: www.northcoastmtc.ac.ke



Data management – Intern

North Coast Medical Training College (NCMTC) is a private -not-for profit medical training college located in Kilifi-South. Since 2012, NCMTC is training a wide array of healthcare workers at diploma, certificate and post-basic diploma level. It is known for pioneering competency based and student-centred training approaches in Kenya using modern training facilities and technologies.

NCMTC has a BYOD (Bring your own device) policy, one way of encouraging students and academic staff to embrace digital learning. This policy therefore entails the need for support of both students and staff, for a total of approx. 1200 headcounts.

The ICT Department delivers support for hardware, software, and network issues, aiming to improve service delivery, the ICT Department requires an application to monitor the incoming requests and their resolution, and a knowledge database. We are seeking to engage a data management intern for a maximum period of six months to lead the project with support of the departmental colleagues.

Tasks and responsibility

- Analyzing the support services
- Defining standard procedures
- Identifying relevant data for monitoring the service delivery
- Designing and planning a service database
- Setting up a knowledge database to support service delivery.
- Develop standard operating procedures for data handling and archiving of the service database.
- Troubleshoot data-related problems.
- Support staff and students in the daily use of service database.

Required competencies

- Self-starter, organized, independent and reliable.
- Able to multitask and balance multiple responsibilities.
- Demonstrated ability to successfully interact with individuals of diverse cultural backgrounds and sensitivity to differing opinions and views.
- Demonstrated advanced ICT Skills (Excel, Access and/or other data base systems, Visio, project management software are minimum requirements)
- Strong written and oral communication skills, with a keen desire to learn.
- Sound problem-solving ability.
- Strong work ethics and attention to detail

Required education and experience

- Be enrolled in the final academic year of a TVET diploma or Bachelor degree program (minimum Bachelor's level or equivalent) in ICT or Business.

- Have graduated with a TVET diploma or Bachelor degree and, if selected, must start the internship within one-year of graduation in ICT or Business
- Experience of business analysis
- Experience with data modelling and management
- Experience in basic data analysis, manipulation, and visualization (presentation) in MS Excel, SPSS, SAS, or any other Statistical Package.
- Knowledge in data visualization and business information software such as Tableau and Power BI will be an added advantage.
- Experience of managing projects
- Experience of coordinating across a variety of stakeholders

How to apply?

Interested candidates to apply to recruitment@northcoastmtc.ac.ke. Your application should include a cover letter detailing why you are the best fit for this position and your CV with relevant skills and experience. Closing date will be **31st May 2023** Please note, only shortlisted candidates will be contacted.