

VACANCIES

POST OF DATA ENTRY OPERATOR (3 POSTS)

National Cancer Control Programme

Ministry of Health, Nutrition & Indigenous Medicine

WHO Biennium 2018 - 2019: Strengthening Management Information System (MIS) for cancer control in Sri Lanka

Background of the project

National Cancer Control Programme (NCCP) of Ministry of Health, Nutrition & Indigenous Medicine is the national focal point for cancer surveillance in Sri Lanka. NCCP conducts cancer surveillance in collaboration with all government cancer treatment centres & other stakeholders including government and private sector hospitals and pathology laboratories.

Cancer incidence data of each cancer treatment centre is entered into a central data base (CANREG 5) maintained at the NCCP after coding according to ICD O 3 classification. After verification of data, cancer incidence data is analyzed and published.

Duties & responsibilities

- Enter Cancer incidence data from Cancer Notification Forms received from cancer treatment centres to the CANREG 5 data base (*Average number of records to be entered by the data entry operator will be decided by the Director / NCCP & Surveillance team*)
- Need to attend to cleaning & verification of data in liaising with cancer surveillance staff
- Provide feedback to the cancer surveillance team regarding problems related to data management
- Back up the database on a daily basis in coordination with Medical Officer in charge of the data base.

Desired qualifications for the post

- Passed G.C.E. (O/L) and G.C.E (A/L)
- Successfully completed Certificate/ Diploma course in ICT at a recognized institution (Preferably NVQ 3 or above)
- Should have a working knowledge in English.
- Experience in related field with use of spreadsheets/ databases is preferable.
- Previous experience in cancer surveillance or medical research projects will be a distinct advantage.

Age limit : Preferably not more than 35 years as at the date of closure of applications. Applicants above 35 years of age will be considered only if suitable applicants below 35 years are not available.

Salary : Rs. 27,480.00 per month (All inclusive)

Duration : On contract basis for 6 months; first three months will be on probation.

Interested applicants are requested to submit their complete Curriculum Vitae along with copies of educational and service certificates, contact details and details of two non-related referees on or before **15.03.2019** to the address given below by registered post or to the e mail address: **director.nccpsl@gmail.com**

Only short listed applicants will be called for a practical test and an interview. The final decision on selections will be made by the Director General of Health Services, Ministry of Health, Nutrition & Indigenous Medicine.

Director

National Cancer Control Programme

Ministry of Health, Nutrition & Indigenous Medicine

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