

Post of Data Entry Operator – 3 posts

Project of Cancer Registry – Cancer Incidence Data 2011- 2015

National Cancer Control Programme Ministry of Health, Nutrition & Indigenous Medicine,

Background of the project

National Cancer Control Programme (NCCP) of Ministry of Health, Nutrition & Indigenous Medicine is the national focal point for surveillance of cancers in Sri Lanka. NCCP conducts cancer surveillance in collaboration with all government cancer treatment centres & other stake holders 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.

Applications are invited for three positions of Data Entry Operators from qualified personnel.

Duties & responsibilities

1. Enter Cancer incidence data from Cancer Notification Forms received from cancer treatment centers 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*)
2. Attend to cleaning & verification of data in liaising with cancer surveillance staff
3. Promptly inform the cancer surveillance team regarding problems encountered if any, related to the data management.
4. Create backup copies of the database in coordination with Medical Officer in charge of the database.
5. Any other task entrusted by the Director, NCCP.

Qualifications and Experience required

1. Passed G.C.E. (O/L) and G.C.E (A/L)
2. Should have a good knowledge of computer and be conversant with spreadsheets and word processing.
3. Formal training in computer applications will be a distinct advantage.
4. Experience in data entry/database management is essential.
5. Those who have a good knowledge of English and experience in working in medical research projects / cancer surveillance data entry will be given preference.

Age limit: Not more than 35 years as at the date of closure of applications

Salary LKR 27,480.00 per month

Duration : on contract basis for **6-8** months

Candidates are invited to submit their complete CV, including copies of relevant documents, contacts details & references before **10.11.2016** to the following address or e mail address nccpsl@yahoo.com.

Indicate “**Post of data Entry Operator**” of in top left hand corner of the envelope or in the subject line of the Email.

National Cancer Control Programme
Ministry of Health, Nutrition & Indigenous Medicine
555/5, Ground Floor
Public Health Complex
Elvitigala Mawatha
Narahenpita
Colombo 5

Only short listed applicants will be called for an interview. The final decision with regard to selection will be made by the Ministry of Health, Nutrition & Indigenous Medicine.

Director

National cancer Control Programme

Ministry of Health, Nutrition & Indigenous Medicine