



Request for proposals (RFP): HR data collector to support payroll system project

Title : HR Data Collector

Country : Senegal, Mali, Cote d'Ivoire, Ghana, Liberia, Sierra Leone, Benin, Nigeria, Cameroon, Zambia, Rwanda, Malawi, Eswatini, Namibia, Zimbabwe, Botswana, South Africa

Time Commitment: Full Time (8 hours a day)

Duration: 6 months

Program : Global HR

Terms of Reference

BACKGROUND:

The Clinton Health Access Initiative, Inc. (CHAI) is a global health organization committed to our mission of saving lives and reducing the burden of disease in low-and middle-income countries. We work at the invitation of governments to support them and the private sector to create and sustain high-quality health systems.

CHAI was founded in 2002 in response to the HIV/AIDS epidemic with the goal of dramatically reducing the price of life-saving drugs and increasing access to these medicines in the countries with the highest burden of the disease. Over the following two decades, CHAI has expanded its focus. Today, along with HIV, we work in conjunction with our partners to prevent and treat infectious diseases such as COVID-19, malaria, tuberculosis, and hepatitis. Our work has also expanded into cancer, diabetes, hypertension, and other non-communicable diseases, and we work to accelerate the rollout of lifesaving vaccines, reduce maternal and child mortality, combat chronic malnutrition, and increase access to assistive technology. We are investing in horizontal approaches to strengthen health systems through programs in human resources for health, digital health, and health financing. With each new and innovative program, our strategy is grounded in maximizing sustainable impact at scale, ensuring that governments lead the solutions, that programs are designed to scale nationally, and learnings are shared globally. Learn more about our exciting work: <http://www.clintonhealthaccess.org>

SCOPE OF WORK

CHAI's Global HR Team is currently seeking an independent contractor to support the team with HR Data Collection. The Data Collector will assist with clerical duties in a transformational project, including collecting, validating, and consolidating employees' confidential data, maintaining employee records, and payroll data entry. The role involves coordination with key stakeholders in local teams within the given project timelines to ensure accurate and timely payroll processing and system transition. This remote-working position offers exposure to both HR and payroll activities, as well as system implementation projects, providing a well-rounded experience for entry-level HR professionals to further their career development.

ROLE AND RESPONSIBILITIES

- **Coordinate Data Collection:** Communicate, coordinate, and organize the overall data collection process for the payroll system implementation project.



- **Data Gathering:** Collect employee payroll data and required documents from various internal stakeholders and systems.
- **Data Consolidation:** Consolidate employee payroll data from different sources into a master template, primarily using software programs like Excel.
- **Quality Control:** Conduct quality control checks and validations on data to ensure accuracy and completeness.
- **Data Cleaning:** Clean and organize data to prepare it for submission to the payroll vendor.
- **Resource Management:** Organize and manage project shared folders and data resources, including data files and supporting documents.

QUALIFICATIONS

- 1-5 years of work experience in HR or administration or customer service roles.
- Ability to work independently with minimal supervision in a remote-working environment.
- Proven ability to manage sensitive and confidential information with tact, professionalism, and diplomacy.
- Demonstrated ability to manage operational tasks in fast-paced project environments with specific deadlines.
- Strong attention to detail in performing administrative duties.
- Proficiency in Excel with strong skills.
- Excellent organizational and time management abilities.
- Strong written and oral communication skills.
- Ability to work flexibly to accommodate stakeholders in different time zones.
- Proficient in Microsoft Office Suite.
- Project management experience preferred

SUBMISSION REQUIREMENT:

Interested candidates must please submit proposals containing the following documents to: Global HR Project Team at globalhr_iipayjt@clintonhealthaccess.org

1	Curriculum Vitae with detailed description of similar work experience
2	Consultant Monthly Rate
3	Letters of recommendation from at least 3 previous or current clients/employers

Deadline for submission: We will be considering submissions on a rolling basis and encourage all interested applicants to submit their expressions of interest as soon as possible.