

BIHAR VIKAS MISSION

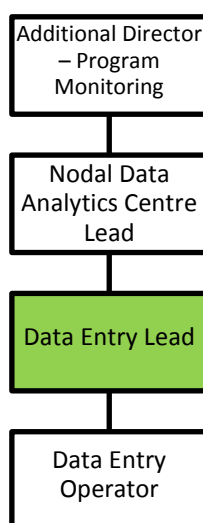
Job Description



1. General Information

Position Title:	Data Entry Lead
Reports to:	Nodal Data Analytics Centre Lead
Department:	Bihar Vikas Mission
Job Code:	

2. Organization Chart



3. Key Accountabilities

Data Entry and Collection

- Supervise own team to execute the data collection and entry activities and resolve any issues / escalations as required, to ensure timely and effective reporting of progress of relevant schemes and initiatives and facilitate management decision-making
- Provide specific inputs for development of data collection and entry methods and templates to Nodal Data Analytics Centre Lead and other concerned parties, as required
- Ensure consistency in data entry and use of defined formats and templates by own team for the same
- Liaise with senior officials in BVM, Departments and other units to obtain required data and address and resolve data entry related non-routine issues and escalations, as and when required
- Review data entry results with own team on a periodic basis to ensure effectiveness of data entry and compatibility with data entry system and guide team to perform data verification routines in accordance with defined procedures
- Establish systems and procedures and guide own team in ensuring proper documentation and archiving of relevant files and records ensuring ease of access and data retrieval
- Seek guidance and assistance of Nodal Data Analytics Centre Lead for carrying out the data entry activities as required

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Reporting

- Supervise the preparation of timely and accurate data reports to meet BVM requirements ensuring compliance with relevant policies and standards

Team Management

- Supervise the activities and work of subordinates to ensure that all work within own area is carried out in an efficient manner which is consistent with the defined policies and procedures
- Provide on-the-job training and constructive feedback to subordinates to support their overall development

Continuous Improvement

- Identify opportunities for continuous improvement of systems, processes and practices taking into account best practices, in order to facilitate cost optimization and productivity improvement
- Participate in projects to enhance existing MIS reporting systems to ensure the organization's MIS systems are trustworthy source of relevant and timely data

Policies, Systems, Processes & Procedures

- Recommend improvements to functional procedures and direct the implementation of instructions and controls within own area so that all activities are conducted in compliance with risk, audit, and regulatory requirements while delivering a quality, cost-effective service

Related Assignments

- Perform other related duties or assignments as directed

4. Qualifications and Experience

Essential

- 1 year Diploma in Computer Application with certified typing speed of minimum 30 words per minute for Hindi and minimum 40 words per minute for English
- Minimum 3 years of post-qualification experience in data entry and creating standard data reports with at least 1 year of experience in leading and managing data entry team(s)

Preferred

- Less than 30 years of age as on 1st January 2017
- Experience of working with state / central government / bilateral / multilateral organizations (e.g. World bank, DFID, UNDP, ADB) in managing data entry operations

5. Knowledge and Other Skills

- Strong leadership and interpersonal skills
- High proficiency in using MS office suite of products (MS Excel, MS PowerPoint etc.)
- Excellent computer literacy skills
- Good knowledge of best practice and latest data entry and reporting systems and tools

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6. Competencies		Basic	Proficient	Expert
i.	Strategic/Innovative Thinking	✓		
ii.	People First	✓		
iii.	Consultation and Consensus Building	✓		
iv.	Initiative & Drive		✓	
v.	Problem Solving		✓	

Basic	Proficient	Expert
<i>Aware of principles and their application</i>	<i>Sufficiently competent to work alone</i>	<i>Competent to support and advise others</i>