

Title of post: Data entry clerk	
Example Posts Registration clerks, information managers	Reporting Line Information Analyst
Requirements <ul style="list-style-type: none"> ➤ Assessment and survey experience ➤ Large scale data entry experience required 	
Education Secondary education, diploma in information/data management an asset	
Experience <ul style="list-style-type: none"> ➤ 1-2 years of experience with statistics institute and/or relevant work experience ➤ Proven experience with data entry and management of large volumes of quantitative and qualitative data. ➤ Proven experience with management and operation of databases. 	
Language Fluent in written and spoken English (or international language use).	
Skills <ul style="list-style-type: none"> ➤ Strong typing skills ➤ Data entry skills ➤ Strong proofreading skills ➤ Analytical skills. ➤ High level of computer literacy. ➤ Rigour and accuracy. ➤ Proven ability to meet deadlines. ➤ Good interpersonal skills and ability work in a multi-cultural environment. ➤ Experience working with the international humanitarian community is an advantage. 	
Role description and responsibilities: <ul style="list-style-type: none"> ➤ Support site staff to record and manage accurate data ➤ Cross check the forms before insertion ➤ Data entry in dedicated software ➤ Data quality checks and data editing ➤ Collect and organize forms that needs re assessment ➤ Feedback to Information analyst and assessment teams leaders about recurrent mistakes to avoid ➤ Compilation of data entries ➤ Archive and back up data, using the specified drive path ➤ Maintain and operate database ➤ Maintain office machines 	
Assessment Coordinator: Name: _____ Position: _____ Signature: _____ Date: _____	Data entry clerk: Name: _____ Position: _____ Signature: _____ Date: _____