

Terms of Reference (ToR)

Job code: HF05130921

Tuesday, 21 September 2021

Job Title: Data entry officer

Duty station: Syria - Afrin

work nature

Full-time

Line Manager: project manager

Number of vacancies required: 2

About Horan Foundation

Horan Foundation (HF) is a non-governmental, non-profit making, national organization. It was established in May, 2012 in response to the humanitarian needs resulting from the current situation and the humanitarian crisis in Syria to alleviate the suffering of the Syrian people. HF operates in different sectors, implementing various projects and programs.

Job Details

Job Summary:

Data entry officer update, maintain and retrieve information held on computer systems. Also transfer information that is on paper to computer files.

Identification, registration, and verification of beneficiaries

Main Responsibilities and Tasks :

1. The Data Entry Clerk will be responsible for data entry data base for project activities, and other duties assigned by project manager and project coordinator for shelter project.
2. The Clerk will work with (HF) collect and compile data Duties and Responsibilities Enter data completely, accurately and timely daily as assigned by the supervisor.
3. Undertake double data entry of project paper-based data as per set standards.
4. Validate data entered for any gaps observed during double data entry.
5. In collaboration with the project manager prepare a report and submit to the project team Maintain an updated database system.
6. Knowledge skills and abilities in Ability to work with others and ability to develop and ability to develop and maintain compatibility with other project staff.
7. Proficient computer skills for data collection and word processing software; Attitude for learning and enhancing skills; Ability to troubleshoot problems in collecting and entering data.
8. Willing to travel to sites project.
9. Willing to work flexible hours.

Qualifications / Technical Skills:

- 1-Minimum of a diploma in any related field**
- 2-Knowledge in using computer programs is a requirement**
- 3-Prior experience in a similar role is an added advantage**
- 4-Good reading and writing skills is a must**
- 5-Demonstrated success in multicultural environments.**

Interpersonal, Communication and Coordination Skills:

- Excellent negotiation and problem- solving skills;**
- Ability to cope with a challenging and constantly-evolving humanitarian work environment, often under pressure;**
- Ability to establish and manage effective working relationships with colleagues, managers and external partners, other I/NGOs, and community representatives;**
- A strong commitment to humanitarian relief and disaster operations;**
- Flexibility.**