



Terms of Reference (ToR)

Job code: HF05080821

Monday, 9 August 2021

Job Title: Data entry officer

Duty station: Syria - Afrin

Line Manager: General Doctor

Number of vacancies required: 1

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. HF operates in different sectors, implementing various projects and programs.

Job Details

Job Summary:

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

Identification, registration, and verification of beneficiaries

Main Responsibilities and Tasks :

- 1- The data entry will be responsible for entering the patient database and other duties assigned by the project manager.
- 2- Complete, accurate, and timely data entry daily as determined by the line manager.
- 3- Validating the entered data and detecting any gaps that were observed during the double data entry.
- 4- Cooperating with the project manager to prepare reports and submit them to the project team, and update the database periodically.

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:

- The ability to deal with a humane work environment full of challenges and constantly evolving, and often work under pressure.**
- Strong commitment to humanitarian relief and disaster operations.**
- Flexibility.**

”