

Job Title: Data Entry

Starting Date: 13 June 2023

Deadline: 21 June, 2023

Duty Station: Hajja Governorate

Females Applicants are welcome and encouraged to join the call

About VHI

"Vision Hope International e.V. is a humanitarian and development organization working with local communities and authorities in the Middle East and North Africa (MENA) region to transform societies in greatest need. Our aim is to alleviate extreme poverty by providing food security for families, protection and education for orphans, community integration for refugees and people with disabilities, and sustainable development that promotes human well-being. For more information about our organization, please visit our website at www.vision-hope.org."

Job Description

The data entry will be responsible for entering the data gathered by the field team, Assist in managing and sorting out the data, Prepare the needed tools for the field team, design and prepare the needed databases. He\She will work under direct supervision of the Nutrition Project Officer to whom regular reports and certain data should be submitted.

Duties & responsibilities:

- Ensuring that the data recorded on the data collection forms is entered into the specific database daily, completely and accurately.
- Review, verify data and make corrections where necessary.
- Identifying any problems with the database and taking appropriate action in discussion with your line manager.
- Ensuring that the on-going trial reports for the specific trials or research projects are kept up-to-date.
- Maintaining adequate records, keeping an up to date filing system.

- Ensuring that appropriate security measures are taken to prevent unauthorized access to data, in accordance with the Data Protection Act.
- Taking brief notes at Project Team Meetings.
- Photocopying documents for dissemination / circulation.
- Filing, and archiving, of the collected data and follow-up constantly on the database.
- Other duties as requested by line manager.

QUALIFICATIONS AND SKILLS:

- Education: BA diploma level successfully achieved
- Excellent computer skills (proven computer literacy), especially in Excel
- Experience in data entry or any other related field.
- One year of relevant work experience.
- Experience working within NGOs is preferred.
- Advanced computer skills in MS Office programs, particularly Excel.
- Experience in data collection tools (Kobo Collect – ODK – ONA) is an asset
- Strong organizational skills and ability to multi-task.
- Significant experience of undertaking a Nutritional related role in a humanitarian context
- Ability to think independently and problem-solve.
- Honest, hardworking and committed to community development.
- Ability to adhere to deadlines and respect line management.
- Attention to detail, accuracy and structured way of approaching task.
- Able to ensure quick quality delivery in a stressful environment.

Additional job responsibilities:

- Joining date: As soon as possible.
- The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Additional Considerations:

- The Project Officer must adhere to VHI policies and the code of conduct, as well as faithfully and responsibly represent the organization.

How to Apply

- Please Use this link to apply for the position: [Click Here](#)
or link here : <https://forms.office.com/r/YzYaUbuCLT>
- **Note: Only filled forms in the link above will be considered as candidates.**
- CV, Cover letter, a copy of the university degree, Experience certificates send them via email to: Recruitment.Yemen@vision-hope.net
- Please write the job title and location in the Subject Field of your email as **Data Entry _ Hajja**
- Only short-listed candidates will be contacted.
- **RECRUITMENT IS URGENT:** Interested candidates are encouraged to apply as soon as possible and not to wait until the closing date.