

Job Title: Data Entry

Starting Date: 5/10/2023

Deadline: 15/10/2023

Project: Livelihood & Agricultural Project

Duty Station: AlMahweet

Female 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

Under the direct supervision of the MEAL officer, the Data Entry is responsible for supporting the project staff and MEAL team in the development, implementation, and management of the project database by collecting and entering all relevant data from internal and external sources, analyzing the data and submitting timely and quality reports to his/her line manager. S/he shall support in establishing a transparent system that ensures smooth data/information flow.

Duties and responsibilities:

- Transferring data from paper formats into database systems.
- Entering and updating information about the project into relevant databases.
- Informing relevant staff regarding errors encountered.
- Reviewing data for deficiencies; resolving discrepancies by using standard procedures or returning incomplete documents to the project team for resolution;
- Properly file and safely store all project documents both in hard and soft copies in an organized manner to optimize retrieval.
- Assist in data verification, and cleaning, and ensure recording them into the predesigned database.
- Purging files to eliminate duplication of data;
- Secures information by completing database backups;
- Maintains operations by following policies and procedures; reporting needed changes;

- Maintains data confidence and protects operations by keeping information confidential;
- Ensuring that appropriate security measures are taken to prevent unauthorized access to data, in accordance with the Data Protection Act.
- Perform any other duties requested by his/her line manager

QUALIFICATIONS AND SKILLS:

- University bachelor's degree preferred in IT or any relevant computer science specialization.
- Experience in managing databases.
- One to two years of experience working with INGOs and/or local NGOs.
- Strong technical experience in MS Excel, Word, PowerPoint, and Outlook.
- Strong organizational skills and ability to multi-task.
- Ability to adhere to deadlines and respect line management.
- Attention to detail, accuracy, and structured way of approaching tasks.
- Able to ensure quick quality delivery in a stressful environment.

Additional job responsibilities:

- 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:

- Project Data Entry 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 _ Mahweet**

- Only short-listed candidates will be contacted.