

Job Title: Data Entry

Starting Date: 26/6/2025

Application Deadline: 9/7/2025

Duty Station Al Mahwit Office

Status: Full time

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 will be 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 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, cleaning, and ensure recording them into the predesigned database.
- Purging files to eliminate duplication of data.
- Secures information by completing database backups.
- Maintain operations by following policies and procedures; reporting needed changes.

- Maintain 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 IT standards.
- Perform any other duties requested by his/her line manager

Education And Skill Requirement:

- Diploma or 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 NGOs.
- Strong technical experience in MS Excel, Word, PowerPoint, and Outlook.
- Strong organizational skills and ability to multi-task.
- Ability to meet deadlines and follow line management instructions.
- High attention to detail and accuracy.
- Ability to deliver quality work under pressure.
- Knowledge in English language is an advantage.

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:

- Project Data Entry must adhere to VHI policies and the code of conduct, as well as faithfully and responsibly representing the organization.
- Demonstrates sensitivity to gender, protection, and inclusion principles in data handling and reporting.

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, and 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 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