

Social Development Foundation (SDF)
Resilience, Entrepreneurship and Livelihood Improvement (RELI) Project
Terms of Reference for Data Entry Operator (DEO)

In order to ensure proper implementation of the **Resilience, Entrepreneurship and Livelihood Improvement (RELI)** project, the Social Development Foundation (SDF) established multiple clusters in one upazila known as cluster office. The Data Entry Operator (DEO) is reportable and accountable to the Cluster Officer (CO), who is in charge of overall management of the cluster. The position of DEO, based at cluster level, also a direct report to the Cluster Officer, responsible for inputting all data and information in the system. He/she is also responsible for providing technical and troubleshooting supports to the Community Resource Persons (CRPs), developed by the project from amongst the beneficiaries for inputting village level data and information in the system. The position requires spending at least 80% time supervising and facilitating the project villages in terms of ensuring that all project data, information etc. are inputted properly and resolve technical problems faced by the CRPs.

1. Job responsibilities and duties:

- Responsible for entering data in the system related to Participatory Identification of Poor (PIP), monthly progress of project activities and other relevant information into MIS;
- Ensure entry of youth database, information pertinent to skill development training and employment on a regular basis;
- Generate report from MIS (Village Matrix, Key Milestone etc.) on monthly basis and prepare demand based reports as needed and maintains MIS related documents for future reference;
- Ensure data validation through visiting RELI villages;
- Ensure necessary maintenance of different ICT related equipment such as computer, printer, scanner, modem, laptop etc.;
- Provide handholding training, guidance and technical assistance to the Community Resource Persons (CRPs) to operate Loan Management System (LMS) at village level;
- Track unresolved issues/problems faced by CRPs during data entry and inform higher management for timely solutions;
- Submit regular quarterly, annual and on-call reports to the CO as required;
- Any other responsibilities assigned by the management.



2. Qualifications, Experiences and competencies required:

- At least Bachelor degree with 6 months training course on computer operation from any reputed organization/Diploma in computer Science (must be equivalent to graduation);
- Minimum of 2 (Two) years working experience in data entry into web based MIS/software;
- Must be proactive and ability to work under pressure;
- Good IT skills especially in Microsoft Office Suite applications including Word, Excel, Access, PowerPoint;
- Willingness to work in rural areas and frequent visits to project villages;
- Must not exceed the 40 years of age on the last date of submission of application for this position as advertised in the national dailies.

