Social Development Foundation (SDF)
Terms of Reference for Data Entry Operator (DEO)

Data Entry Operator (DEO) at cluster (Union) level is responsible to keep update the monthly project progress into MIS and to ensure timely data entry into Loan Management System (LMS) by the Community Resource Persons (CRP). S/he will work under the supervision of Cluster Officer with functional relation with District IT & MIS Officer.

The Key Responsibility Areas are:

- Keeping the MIS (PMS) updated to generate village matrix and Key Milestones report.
- Ensuring the data entry in LMS timely and correctly.

Specific Duties and responsibilities:

- Responsible for data entry and update of PIP information, monthly progress of project activities and other relevant information into MIS;
- Generating report from MIS (Village Matrix, Key Milestone Matrix etc), preparing demand based report and maintains documentation for future reference;
- Maintaining different ICT machineries like computer, printer, scanner, modem etc under the cluster;
- Facilitating community resource persons (at least 25) of villages to ensure data entry into Loan Management System (LMS) timely and correctly;
- Providing instant support to the community resource persons regarding Laptop operation, Software handling etc;
- Providing refresher training, guidance and technical assistance to the community resource persons;
- Providing instant contingency support to the villages;
- Keeping track of unresolved issues/problems faced by resource persons during data entry and informed timely to district IT & MIS;
- Any other responsibilities assigned by the management.

Key Deliverables:

- MIS (PMS) and LMS are updated to generate Village Matrix, Key Milestone report etc.
- CRPs are properly trained to operate and update LMS.
- Computer related works at cluster are properly and timely done.

Required Minimum qualification, Experience and competencies:

- At least Bachelor degree/ Diploma in computer Science;
- Minimum of 2 (Two) years working experience in data entry into web based MIS/software;
- Handling and maintaining Microfinance software will be considered as added advantage;
- Ability to work under pressure with limited supervision and take initiative;
- Good IT skills especially in Microsoft Office Suite applications including Word, Excel, Access, PowerPoint;
- Will undertake visit to villages and work with the rural community (end users of LMS);
- 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.