

## **Social Development Foundation (SDF)**

### **Terms of Reference for Data Entry Operator (DEO) for component 3 (Community Empowerment and Livelihoods) of SCMFP**

Data Entry Operator (DEO) is a position at cluster/ upazila level to keep update project data and progress through using of MIS. S/he will work under the supervision of Cluster Officer of component 3 under SCMFP. S/he provides technical support to the cluster team and community to update MIS on a regular basis.

#### **1. The Key Responsibility Areas are:**

- Keeping the MIS (PMS) updated to generate village matrix and Key Milestones report;
- Ensure data regular data entry to the MIS and assist CO to generate regular progress report as per need of the project;
- Ensuring the data validation through visiting of fishers' villages under the assigned cluster.

#### **2. 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.;
- Providing refresher training, guidance and technical assistance to the fishers' community;
- Keeping track of unresolved issues/problems faced by resource persons during data entry and informed higher management;
- Any other responsibilities assigned by the management.

#### **3. Key Deliverables:**

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

#### **4. Required Minimum qualification, Experience and competencies:**

- At least Bachelor degree with at least 3 months long training on computer operation/ Diploma in computer Science;
- Minimum of 2 (Two) years working experience in data entry into web based MIS/software;
- 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;
- Must have willingness to work with fishers' community in the coastal areas of Bangladesh and travel to the project villages frequently;
- 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.

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