

Job Description of Data Entry Operator

Position Data Entry Operator	Department Research/Survey	Reports to Team/Project leader or his/her nominee	Reportees/Supervision
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2.0 POSITION OBJECTIVES

This position will work in close collaboration of SDPI's Research/Survey team. S/he will be responsible for maintaining and updating database by entering data.

3.0 JOB RESPONSIBILITIES, DUTIES AND TASKS

3.1 Core Responsibilities & Duties

1. Maintain and update data
2. Clean the data to remove bad values, correct misspelled names, make sure addresses have consistent formats or fill in missing values
3. Complete data management by sorting, batching, and archiving files
4. Maintain a log of statistical record totals
5. Review data entered to ensure completeness and accuracy
6. Maintain detailed and accurate records in order to accurately retrieve data
7. Accomplish tasks by completing related results as needed

4.0 JOB SPECIFICATION (MINIMUM JOB REQUIREMENTS)

Education	Total Work Experience (In Yrs)	Sector Experience (In Yrs)	Skills
FA/FSc	1 Year	-	<ul style="list-style-type: none"> - Computer Literate - Typing speed and accuracy - Data entry skills - Know how of data programme techniques and procedures

5.0 DECISION-MAKING & AUTHORITY

No significant decision making required

6.0 PERFORMANCE INDICATORS

Result driven	Protect organization's value by keeping information confidential
Ability to work independently	