

Department: Data Entry Clerk (DEC)

Responsible to: Area Manager

Location: Bomi & Cape Mount,

Contract length: 4 months contract renewable based on funding

Our vision

That every child receives one daily meal in their place of education and that all those who have more than they need, share with those who lack even the most basic things.

Our mission

To enable people to offer their money, goods, skills, time, or prayer, and through this involvement, provide the most effective help to those suffering the effects of extreme poverty in the world's poorest communities.

Our values

Confidence in the innate goodness of people – respect the dignity of every human being and family life – good stewardship of resources entrusted to us.

Job purpose

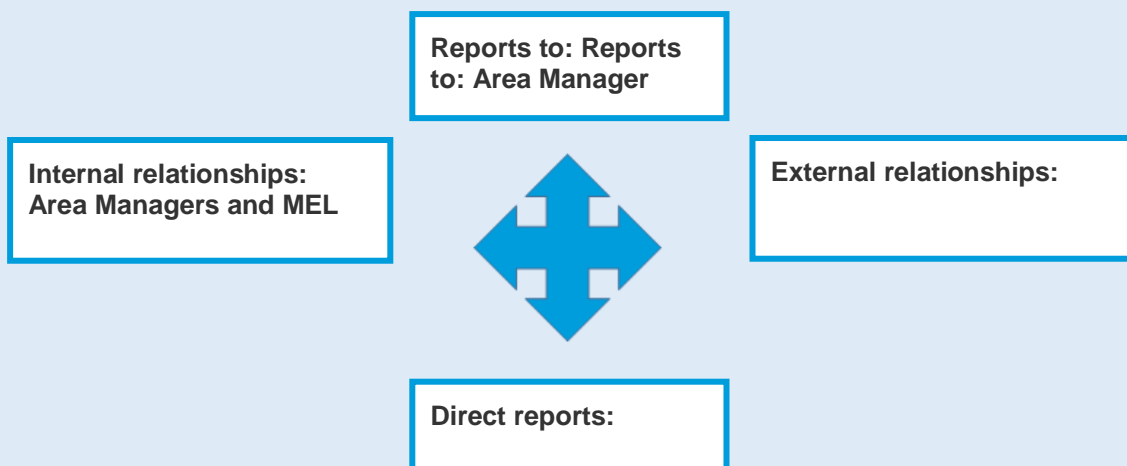
The data entry clerk will be responsible for updating and maintaining information on excel database. It's an important role as information in these systems is only valuable if it is accurate, up to date and useable.

Key activities

To enter data from various source documents into the computer system for storage, processing and data management

- prepare, compile and sort documents for data entry
- check source documents for accuracy
- verify data and correct data where necessary
- obtain further information for incomplete documents
- update data and delete unnecessary files
- combine and rearrange data from source documents where required
- enter data from source documents into prescribed computer database, files and forms
- transcribe information into required electronic format
- check completed work for accuracy
- store completed documents in designated locations
- maintain logbooks or records of activities and tasks
- respond to requests for information and access relevant files
- print information when required
- comply with data integrity and security policies

Key relationships



Qualifications, skills and experience	Essential	Desirable
<ul style="list-style-type: none"> High School Diploma 	✓	
<ul style="list-style-type: none"> previous relevant experience preferred 		✓
<ul style="list-style-type: none"> formal computer training an advantage 	✓	
<ul style="list-style-type: none"> proficient in relevant computer applications such as Excel and MS Office 		✓
<ul style="list-style-type: none"> accurate keyboard skills and proven ability to enter data at the required speed 	✓	
<ul style="list-style-type: none"> knowledge of correct spelling, grammar and punctuation 	✓	
<ul style="list-style-type: none"> knowledge of clerical and administrative procedures 	✓	
<ul style="list-style-type: none"> ability to work under pressure 		✓
<ul style="list-style-type: none"> an ability to work fast (but without mistakes) 	✓	
<ul style="list-style-type: none"> good attention to detail 		✓

Mary's Meals International team member competencies

All Mary's Meals International employees approach their role in line with the 7S competency model.

Self	<ul style="list-style-type: none"> • I demonstrate resilience • I lead by example • I'm authentic and true to Mary's Meals values • I develop myself and set stretching goals
Service	<ul style="list-style-type: none"> • I have a vocational attitude to my work • I inspire hope in others • I build belief that even difficult challenges can be solved • I am committed to serving and enabling all who want to be part of the global movement • I work to ensure our future will be even better than our past
Simplicity	<ul style="list-style-type: none"> • I communicate effectively • I follow clear decision making criteria • I create plans that are easy to follow and contribute to organisational goals • I embrace inclusivity and diversity • I focus on delivering results
Stewardship	<ul style="list-style-type: none"> • I pay attention to the things that matter – (a) our physical resources; (b) our people • I nurture, develop and respect our relationships with external stakeholders • I deliver on my promises • I am happy to be held accountable and to hold others to account
Strategy	<ul style="list-style-type: none"> • I have a point of view about the future • I know our stakeholders and see our priorities clearly • I help others to work in ways that have the greatest impact • I work to deliver my objectives
Strengthen	<ul style="list-style-type: none"> • I contribute to a positive work environment • I help and support those around me
Success	<ul style="list-style-type: none"> • I maintain my technical competence • I contribute to the success of my team • I am accountable • I embrace change

To apply, please send your CV (maximum 3 pages) with details of three professional references (emails and cell numbers) and a cover letter explaining why you are interested in the role to Jobs.Liberia@marysmeals.org.

Closing date: Wednesday 22 November 2017 at 5pm.

Interviews: Interview dates will be communicated to shortlisted candidates.

While Mary's Meals Liberia will endeavour to contact all candidates within a reasonable time, this may not always be possible due to limited resources. Therefore, if you have not heard from us within two weeks of the closing date, you can assume that your application has, on this occasion, been unsuccessful. Mary's Meals Liberia is an equal opportunities employer. All applicants will be judged strictly on the basis of merit.

Mary's Meals is a child friendly organisation committed to the protection of children.