Job Description – Data Entry Operator

Designation	Data Entry Operator
Location	District Office
Employment type	Renewable fixed term contract
Report to	District Manager & District Program Officer
Functional reportees	None
Employment grade	L8

ORGANIZATION BACKGROUND

Foundation to Educate Girls Globally (www.educategirls.ngo) is holistically tackling issues at the root cause of gender inequality in India's education system. Our comprehensive model reforms government schools through community ownership and reaches up to 90% enrolment, higher attendance and improved learning outcomes for all girls. Founded in 2007, the non-governmental organization has a management and outreach office in Mumbai and operations in Pali, Jalore, Sirohi, Ajmer, Bundi, Rajsamand and Bhilwara in Rajasthan. At this period, the organization is set to grow, and expand its reach of services beyond Rajasthan. As such, we have committed to launching interventions in multiple new geographies across India over the coming 3 years.

Job Profile

Main Mission:

The Data Entry Operator is a support member to the district team, who helps in converting the physical forms into computerized data by entering them in specified formats to generate necessary reports.

Job Responsibilities:

Task 1:

Data Entry based on information received from Field

- Creating the Team Balika Database, periodic updations (Monthly update | Circular)
- School Information Campaign data
- SMC détails database
- Village PRI List database
- Data entry of pré-test | post-test on select basis

Task 2:

Typing work related to office

- Meeting Minutes
- Case Studies
- Letters / contracts to stake holders / internal staff in Hindi

- Scanning of documents

Task 3 :

Maintenance of records

- Team Balika Database, TB Data form maintenance block wise
- School Information Campaign data Block wise
- SMC detail database Block wise
- Village PRI List database Block wise
- Pre-Test Post Test Records Block wise

Education & other required qualifications/experience/skills for the job:

- Graduate, (Preferably commerce or computer science), Diploma in Computer is also fine
- Minimum 1-2 years in data entry or any computer based job, fresher with excellent computer skills can also be considered.
- Good knowledge of computer - Windows and Microsoft Office applications (Outlook, Word, Excel)
- Typing in Hindi, English
- Fluent in Hindi, good in English

How to Apply

Please send your CV & a one page cover letter detailing how you meet the eligibility requirements to : jobs@educategirls.ngo

IMP : Please clearly state **the role & district** that you are applying for in the email subject line. For further details about organisation please visit www.educategirls.ngo