

Job Description – Data Entry Operator

Designation	Data Entry Operator, Impact
Location	District Office
Employment type	Renewable fixed term contract
Report to	District Impact Officer
Functional reportees	None
Employment level	Entry / Junior

Organization Background

Established in 2007, Educate Girls (a project of 'Foundation to Educate Girls Globally') is holistically tackling issues at the root cause of gender inequality in India's education system that has helped to ensure over 90% enrolment and higher attendance as well as improved school infrastructure, quality of education and learning outcomes for all girls.

Our comprehensive model helps communities assess their school situation, initiate action plans and empowers them to sustain positive results at the lowest cost. Educate Girls believes that if girls in the most backward gender gap districts are educated now, they will have the potential to enter the formal economy, gain employment and lift their families out of poverty. By leveraging the government's existing investment in schools, Educate Girls delivers measurable results to a large number of beneficiaries and avoids duplication or parallel delivery of services.

Because of the sustainability and scalability of the model, Educate Girls has grown from a 500-school pilot project in the Pali district of Rajasthan to now serving thousands of schools, reaching millions of children in some of India's most remote areas. The non-governmental organization has a management and outreach office in Mumbai and operations in Rajasthan and Madhya Pradesh and is committed to launching interventions in multiple new geographies across India over the coming years.

For further details about organisation please visit www.educategirls.ngo

Our Values

Gender Equality	Being able to treat people equally irrespective of gender
Integrity	Possess the ability to “know and do” what is right
Excellence	Being outstanding or extremely good, striving to lead by performance excellence
Collaboration	Working effectively and inclusively with a range of people both within and outside of the organization
Empathy	Being able to understand and share the feelings of another and use that understanding to guide our actions

Our Competencies

Strategic Thinking – Think big yet act focused	Taking Ownership – Feel responsible & accountable	Analytical Thinking – Stay true to your data
Developing Talent – Growing and taking people together		Ensuring Alignment – Think differently but work together

Overview of the role:

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.

Areas of Responsibility: Data Entry, Typing, Document Filing, Record Maintenance

Data Entry based on information received from Field

- District Baseline data (Door to Door, Village and School Profile)
- Creating the Team Balika Database, periodic updation (Monthly update | Circular)
- School Information Campaign data
- SMC details database
- Village PRI List database
- Data entry of Learning Assessment for GKP schools
- Enrollment and Retention Database on Online/Offline MIS Portal

Typing work related to office

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

Maintenance of records

- Compilation of Block-wise Annual Plan
- Team Balika Database, TB Data form maintenance block wise
- School Information Campaign data Block wise
- SMC detail database Block wise
- Village PRI List database as per blocks
- Learning Assessment forms as per blocks
- Filling of all regular documents

Preferred Education Background: Graduate, (Preferably commerce or computer science), Diploma in Computer Applications

Preferred Work Experience: Minimum 1-2 years in data entry or any computer based job, fresher with excellent computer skills can also be considered.

Preferred Skill Set:

- Good knowledge of computer - Windows and Microsoft Office applications (Outlook, Word, Excel)
- Typing in Hindi and English with typing speed of minimum 35 WPM.
- Fluent in Hindi, good in English
- Knowledge of local language

"Educate Girls is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position."