

Data Entry Officer

Job Details

Opening date: Jan 06, 2021

Closin date: Jan 11, 2021

Work type: Full time

Contract type: Short-term

About AIMA:

The Afghanistan Islamic Medical Association (AIMA) is a non-government and non-profit registered organization established in 2008. AIMA provides medical services, health education and research opportunities for health professionals, medical students, communities, and people in need across different provinces of Afghanistan.

Job Summary:

The Data Entry Officer will be responsible for data entry in to a computer-based dataset. He/she will perform the data entry related activities under direct guidance of the M&E Officer.

Duties & Responsibilities:

- Prepare and sort documents for data entry.
- Enter data into the system and verify the accuracy of the data that has been inputted.
- Resolve discrepancies in information and obtain further information for incomplete documents.
- Confirm the date location and numbers are entered into the system correctly.
- Create data backups as part of a contingency plan.
- Perform other relevant tasks as assigned by the M&E Officer.

Job Requirement:

- At least High School Diploma.
- Computer literacy and familiarity with various computer programs such as MS Office.
- Quick typing skills.
- Data entry experience or related office experience.
- Knowledge of Dari, Pashto and English Languages.

Submission Guideline:

Interested qualified candidates should send their CV to faizanullah2013@gmail.com.

Job Location:

Kabul, Afghanistan