Thardeep Rural Development Programme [TRDP]

Terms of Reference (ToRs)

Job Title: Data Base person,

Project: Prime Minister Interest Free Loan (PMIFL)

Project Period: (April 2015 to March 2016)

Duty place: Union Council Phulji Station and Piyaro Station of District Dadu

Reporting to: Branch/ Credit officer,

Major Responsibilities

- Prepares source data for entry by opening and sorting mail; verifying and logging receipt of data; obtaining missing data.
- Records data by operating data entry equipment; coding information; resolving processing problems.
- Protects organization's value by keeping information confidential.
- Accomplishes department and organization mission by completing related results as needed.
- 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
- 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
- Scan documents into document management systems or databases
- 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
- Comply with data integrity and security policies
- Maintain own office equipment and stationery supplies
Education and Experience

- Intermediate with diploma in computer science/ BCS
- Formal computer training an advantage
- Proficient in relevant computer applications such as MS Office
- Accurate keyboard skills and proven ability to enter data at the required speed
- Knowledge of correct spelling, grammar and punctuation
- Knowledge of clerical and administrative procedures
- MIS update timely.
- He/ She will administratively report to Branch/ Credit officer and technically to related section.

I, the undersigned employee of Thardeep Rural Development Programme do hereby acknowledge that I have read and understood this Job Description. I am aware of the fact that by signing this JD, I will become overall responsible for the implementation of all the duties and responsibilities mentioned in this JD.

Interested persons must submit a CV detailing their Education, Experience, Exposure and Skills along with a covering letter to:

Manager Human Resources

TRDP Head Office Near Dargah Hussain Shah, Siran
Mithi, District Tharparkar

Applications must be received on or before 27th October 2015 and must include a COVERING LETTER.

E-mail: careers51015@thardeep.org

TRDP IS AN EQUAL OPPORTUNITY EMPLOYER