

**Job Title: Female Data Entry Officer**

**Job Location:** Kabul.

**Nationality:** Afghan.

**Category:** General.

**Employment Type:** Full Time.

**Salary:** As per NTA D1.

**Vacancy No.:** (\_\_\_\_\_)

**No. of Jobs:** 2.

**City:** Kabul.

**Organization:** Ministry of Martyrs and Disabled Affairs.

**Years of Experience:** 2 Years

**Contract Duration:** 8 Months.

**Gender:** Female

**Education:** Bachelor's Degree

**Closing Date:** (\_\_\_\_\_)

### **About Ministry of Martyrs and Disabled Affairs:**

After the coupon 27 April 1978, some government officials including military officials, civil servants, and low-ranked employees who were martyred and killed in conflicts were provided with their rights without considering their ranks and grades during their tenures through the general directorate of pension.

As war continued to perpetuate, the process of providing services to the martyred continued, thus in 1990 the authority was separated from the general directorate of pension and started operating as an independent directorate for martyrs and disabled under the office of vice-president. Later, in April 1992 in an effort to pay homage to the holy Jihad of the brave Afghan people the authority was promoted to the status of a ministry that started functioning with the registration of martyrs and disabled addressing needs of martyrs and PwDs across the country. During the Taliban era in 1996, the directorate was merged into the Ministry of Refugees and Returnees where it continued to function as a deputy minister. In 2002, during the transition period, the directorate was once again promoted to the status of a ministry called "Ministry of Martyrs and Disabled". In 2006, the ministry was merged into the ministry of Labor and Social Affairs and was collectively called Ministry of Labor, Social Affairs, Martyrs, and Disabled "MoLSAMD". Under the ministry, affairs related to martyrs and people with disabilities were managed through a deputy ministry.

On 07 October 2019, the deputy minister was separated from MoLSAMD and became National Support Authority for Martyrs and People with Disabilities through a presidential decree issued with serial number 75. The authority started functioning in the light of the enacted national laws aimed at serving people who have given up on their lives or have lost family members.

Subsequently, the authority was promoted to State ministry for Martyrs and Disabled Affairs through a presidential decree issued with serial number 132 on 19 January 2019 and is currently functional as Ministry of Martyrs and Disabled Affairs.

### **Job Description:**

- Compile Foundation for NSRDP project's data collected on monthly basis and review it for accuracy.
- They should have well versed with MS-Office (Word Excel MS Access and Power Point); sufficient knowledge of Mail Wizard; good communication skills and good presentation skills
- Aggregate the data and enter them in the database.
- Include update data about different components of the projects into the database.
- Maintaining the records received from provinces and various divisions of the Ministry regarding progress reports and information.
- Knowledge of handling emails office equipment.
- File maintenance and record keeping.
- Type letters in English and local languages.
- Provide accurate data to be submitted Control for accuracy of data submitted for project implementation.
- Provide the final version of the projects' data collection tools/ forms for the project field staff and the surveyors, Check and update daily incoming beneficiary's Documents.
- Maintains data entry requirements by following data program techniques and procedures.
- Assist data management officer to organize and summarize the unit reports for making ESRDP monthly quarterly.
- Assist MMD in analyzing the reports generated by the database.
- Input monitoring and evaluation data in the database and produce an accurate reportit.
- Travel to all provinces if required.
- Any other duties assigned by supervisors.

### **Data entry skills include:**

- Proficient typing and transcription.
- Computer and technical skills (including database & MS Office knowledge )
- Organizational and time management abilities.
- Administrative skills.
- Communication (written and verbal in English and Local Languages)
- Customer Service.
- Accuracy and attention to detail.
- Multi-tasking

## **Job Requirement:**

- Bachelor degree,
- Only female Candidates are requested to apply.
- Internal Female Candidate are highly encouraged to apply.
- 2 years of relevant experience.
- Excellent language proficiency in spoken and written, Pashto, Dari, and English.
- Establish and build effective working relationships with staff and partners.
- Educated in the use of all standard Microsoft Office software essential experience in the use of MS Access and online databases essential.
- Experience in data entry and data management
- Typing speed skill is very necessary.
- Strong oral communication skills.
- Punctual accurate and honest.

## **Submission Guideline:**

While sending your CV & Cover letter, please mention the vacancy number and position in the subject line, application received after the closing date and without subject line will not be given consideration. No other document is needed to be submitted unless invited for an interview.

**Note:** Only short listed candidates whose application responds to the above criteria will be contacted for written test /interview. Interested candidates should send their Application In (Doc and PDF) Format to: [hr.mmd1397@gmail.com](mailto:hr.mmd1397@gmail.com)

Female candidates are highly encouraged to apply

## **Submission Email:**

[Hr.mmd1397@gmail.com](mailto:Hr.mmd1397@gmail.com)