



JOB DESCRIPTION

OPENING FOR: DATA ENTRY OPERATOR (CONSULTANT)

NAME OF THE PROGRAM: PREVENTION OF VIOLENCE AGAINST WOMEN AND CHILDREN

ROLE REPORTS TO: PROGRAM DIRECTOR

LOCATION: DHARAVI

ABOUT THE PROGRAM

The SNEHA Program on Prevention of Violence against Women and Children began in 2000 and now includes five counseling centers across Mumbai, linked with community mobilization, health services, police, and legal support. Primary preventive interventions are carried out through community outreach programs, campaigns, and use of mobile-based crowdsourcing technology.

Secondary and tertiary interventions for survivors of violence are provided through a comprehensive service-oriented system.

Tertiary interventions also include, enabling the police to provide a sensitive response to women and children facing violence through co-created guidelines; and facilitates a network between the police, local community and allied groups associated with the police to coordinate referral and support for survivors of violence.

The law enforcement agencies - the police - are included in the service-oriented system that provides secondary interventions for survivors of violence. Our work with the police involves trainings on gender and violence and survivor-centered response. In collaboration with Mumbai Police, we have embarked on a new initiative conducting a two-day training program with different cadres of police officers and constabulary across 92 police stations in Mumbai.

PURPOSE OF THE ROLE

The Data entry operator responsibilities include collecting and entering data in databases and maintaining accurate records of project. Candidate has essential data entry skills, familiarity with excel spread sheets. Data entry operator will be responsible for maintaining accurate, up-to-date and useable information in our systems.

DESCRIPTION

The post-holder will implement the project activities under PVWC program. Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry. They will demonstrate flair, enthusiasm, innovation, and leadership when faced with challenges in the community, and will provide immediate response to local occurrences.

The Data Entry operator reports to the Training Manager/ Research Officer responsible for work with police and maintains day-to-day contact with all his colleagues and supervisors.

DUTIES & RESPONSIBILITIES

1. Inputting text based and numerical information from source documents within time limits
2. Review data for deficiencies or errors, correct any incompatibilities if possible and check output
3. Research and obtain further information for incomplete documents
4. Generate reports, store completed work in designated locations and perform backup operations
5. Scan documents and print files, when needed
6. Keep information confidential
7. Respond to queries for information and access relevant files

8. Comply with data integrity and security policies
9. Ensure proper use of office equipment and address any malfunctions

EDUCATIONAL QUALIFICATION AND EXPERIENCE REQUIRED FOR THIS ROLE

1. Educational qualification: Minimum HSC degree.
2. At least one year of experience of data entry work preferable.
3. Oral and written command of Hindi, Marathi and working knowledge of English.

DESIRABLE

1. Proven data entry work experience, as a Data entry operator or Office clerk
2. Experience with MS Office and data programs
3. Familiarity with administrative duties
4. Experience using office equipment, like fax machine and scanner
5. Typing speed and accuracy
6. Excellent knowledge of correct spelling, grammar and punctuation
7. Organization skills, with an ability to stay focused on assigned tasks
8. High school diploma; additional computer training or certification will be an asset

APPLICATIONS

Interested candidates can send their CVs with cover letter by Date via email to recruitment@snehamumbai.org with the Subject Line: **PVWC- Data Entry Operator (Consultant)**