

WE'RE HIRING

Data Entry Operator

Full-Time | 3 Months



ROLES AND RESPONSIBILITIES:

1. Entry of data collected from pre and post-tests, questionnaires, hand outline sheets, work books of students and program registers into the existing monitoring sheets of the Organization.
2. The DEO will also be responsible for regularly verifying the data being entered, check for any errors, missing information/data or any inconsistencies in data gathering.
3. Check the quality of the data gathered.
4. Maintain database and update records on a regular basis. Organize files shared by the team for easy reporting.
5. The DEO is also responsible for analyzing the data entered. He/she will generate tables and narrative reports as and when required
6. Ensure that data is readily available as and when required by the team for purpose of proposal writing and donor reports.
7. Support the Communications and Public Relations person with up to date data for website update.
8. Assist in compiling data for monthly, quarterly and annual reports
9. Work under the guidance of the Program Lead and coordinate with other team members as well.



QUALIFICATIONS:

1. Bachelors in Economics and Statistics is preferred. However, people from different disciplines such as Social Sciences, Development studies and Public Health having experience on data entry for Monitoring and Evaluation work can also be considered.
2. 1-2 years of experience in data entry, MIS or M & E support

ADDITIONAL QUALIFICATIONS:

1. Strong computer skills and proficiency in using Microsoft Office, especially Excel. Knowledge of formulas, SPSS or any other software used for Monitoring and Evaluation

ESSENTIAL SKILLS:

1. Ability to work independently with minimal guidance.
2. Ability to complete task within tight deadlines and timelines
3. Attention to detail and accuracy
4. Diligent, hard-working and willingness to learn.
5. Knowledge of basic monitoring and evaluation concepts for NGOs.



READY TO JOIN US?

You can send your CV and Cover letter to this
email id contactffshg@gmail.com

LAST DATE: 15TH AUGUST 2026

