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**Job Description**

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| **Position:** | Data Base Entry |
| **Reports to:** | Data Base Officer |
| **Location:** | Babil, Mahawil district |
| **Duration:** | 01 January 2022 – 30 April 2022 |
| **Start date:** | 01 January 2022 |
| **Deadline for Submission** | 22 December 2021 |

1. **Overview**

**Background;**

OROKOM has been operating in Iraq since 2009, to respond to the needs of the most vulnerable people affected by ongoing conflict in Iraq. OROKOM has a country office in Baghdad, and area offices in Wassit, Anbar and Basra. OROKOM national program strategy for 2018-2020 is to empower the communities in all governorates of Iraq and assist the vulnerable and affected groups to re-integrate with the community through focusing on Education, Agriculture, Income Generation, WASH and shelter interventions, Security Sector and Social Cohesion and social assistance. OROKOM’s target population will be new underserved communities and locations, with a focus on IDPs returning to destroyed and disrupted communities unable to reintegrate due to insecurity and responding to short-term displacement as a result of localized conflict and asymmetric attacks.

**Purpose of the Role:**

The purpose of the Data Base Entry position is to implement day to day support functions, the main duty of Data Base Entry is to support the adherence to OROKOM and donor requirements. Data Base Entry will be reporting to Data Base Officer.  The position will be based in Babil, Mahawil Area Office.

**Responsibilities**

* **Key Responsibilities**
* Transfer data from paper formats into computer files or database systems using keyboards, data recorders or optical scanners
* Type in data provided directly from other departments or from the supervisor
* Create spreadsheets with large numbers of figures without mistakes
* Verify data by comparing it to source documents
* Update existing data
* Retrieve data from the database or electronic files as requested
* Perform regular backups to ensure data preservation
* Sort and organize paperwork after entering data to ensure it is not lost
* Organize and manage the organization's import and export letters
* Other duties as assigned

**Qualifications**

* **Job and person specifications**
* A university degree in Computer Sciences, Engineering or Equivalent
* (1) one year of experience working in Information Technology in a humanitarian/recovery context.
* Past experience of working in NGOs in Iraq.
* Full knowledge and skills using MS Excel, Word and Outlook.
* Have the ability to prioritize responsibilities, carry out multiple tasks simultaneously, and able to meet deadlines.
* Good in spoken and written English and Arabic is a must. Knowledge of humanitarian principles and code of conduct is desired.
* Strong organizational skills.
* Able to work independently and energetically.

**Notes:**

* The post will be for (4) four months contract duration with possibility of extension- subject to funds and satisfactory performance.
* Duty Station:  Babil, Mahawil district & Baghdad, Iraq
* Female candidates are strongly encouraged to apply
* Attach your updated CV in English (recommended length 1-4 pages)
* Only short-listed candidates will be contacted.
* The completed CV should be sent no later than 22 December 2021 and to the following emails

[ali.salem@orokom.org](mailto:ali.salem@orokom.org)

[director@orokom.org](mailto:director@orokom.org)

* This position has been advertised on the following website and social media: [h https://orokom.org/](file:///E:\D\2020\ANBAR\JDs-SF-Anbar\h%20https:\orokom.org\data-base-entry\) and <https://www.facebook.com/Orokom.iq/>