



**ECOWAS COMMUNITY PROJECT
COMMITTEE COORDINATION OFFICE**
Ensuring Project Delivery

THE ECOWAS COMMUNITY PROJECT COMMITTEE COORDINATION OFFICE

Terms of Reference

Data Entry Clerk for the hosting of the Web Portal at the ECPC Coordination Office

Background

The Ecowas Community Project Committee Coordination Office with technical support from the International Development Law Organization (IDLO), with funding from the Government of the Netherlands, is currently implementing a programme in Benin aimed at advancing Agenda 2030, focusing on the Rule of Law and Access to Development (SDG 16).

The Ecowas Community Project Committee Reform Strategy and Investment Plan IV (ECPCRSIP IV 2019-2023) recognizes the strategic need to strengthen communication and information management systems across the Project Committee to both develop a positive image of the sector, as well as a proactive culture of public relations management. Within this framework, the IDLO provided support to the ECPC to develop a ECPC website and portal to promote the advancement of access to project for all. The portal will serve as an information and education platform for all ECPC partners including government agencies dealing with access to project issues (accelerating SDG 16+), development partners, civil society organizations and the general public. The web portal will be the main gateway to access information about the ECPC including major strategic documents, policy initiatives and programmes.

Under this project, the ECP will recruit Data Entry Clerks to assist with uploading data into the ECPC Web Portal. The ECPC will rely on the Data Entry Clerks for providing accurate and updated data that is easily accessible through the digital database.

The project therefore seeks the services of Data Entry Clerks to assist with the collection, collation, analysis and reporting of ECPC institutions' data generated by inputting into the ECPC Web Portal.

Key Tasks

It is anticipated that the work of the Data Entry Clerks will be primarily involved in Providing support to the ECPC in data gathering and uploading on the ECPC Web Portal. Additionally, the Data Entry Clerks will be expected to assist in the following:

- Transfer data from paper formats into computer files and database
- Type in data provided directly from MDAs and CSOs
- 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
- Receive completed data forms from partner organizations
- Sort and collate forms by region and organization
- Identify and flag errors and inconsistencies in data from institutions
- Provide summary report and feedback errors flagged up in the data
- Data entry into the electronic platform by institution on the ECPC Web Portal
- Filing of hard copy data forms for future reference and backup

Ideal Candidate Profile

The ideal candidate should have the following education qualifications, experience, skills, and competencies:

Education

A Bachelor's Degree or be a University student.

Work Experience

Proven experience as Data Entry Clerk

Specific Technical and Behavioral Competencies

- i. Fast typing skills: knowledge of touch-typing system is strongly preferred
- ii. Great attention to detail
- iii. Excellent knowledge of word processing tools and spreadsheets (MS Office Word, Excel etc.)
- iv. Basic understanding of databases
- v. Working knowledge of office equipment and computer hardware and peripheral devices.

Reporting

The Data Clerk will be supervised by the M&E Coordinator of the Ecowas Project Community Project Committee Coordination Office.

Time Frame

The job will run for four months.

Applications should be addressed to:

All interested candidates should submit a letter of application and a Curriculum Vitae to info@ecowascpc.org

Qualified candidates will be shortlisted for interview.

Application's Deadline: **11th June 2021.**