

Field and Data Officer

Location: [Europe & the Middle East] [Jordan]

Town/City: Amman

Category: Field Operations

Job Type: Fixed term, Full-time

Job title: Field and Data Officer

JOB PURPOSE:

The purpose of this position is to maintain and update daily SWM related admin, logistics databases, to support and assist the team in order to implement the project activities as proposed to donor, the position will be responsible to verify and check the eligibility under the GIZ system.

The job holder will be responsible to provide the following:

- Following up all the field admin works.
- Maintain and updated daily SWM data bases.
- Maintain CFW data base and support in salaries distribution.

Our ideal candidate has essential data entry skills, fast typing with an eye for detail and familiarity with spreadsheets and online forms.

MAJOR RESPONSIBILITIES:

- Maintaining accurate, up-to-date and useable information in our systems.
- Collecting and entering beneficiaries' data from source documents within time limits
- Maintaining accurate records of beneficiaries' information
- Compiling, verifying accuracy and sorting information to prepare source data
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output
- Supporting the salaries distribution.
- Maintain and update daily SWM and CFW related databases and inventory: daily collected of IBVs' attendance, IBVs' master sheet.
- Tracking project stock and to ensure submission on time.
- Tracking project inventory by managing his team.
- Insert beneficiaries' data by inputting text based and numerical information from source documents within time limits
- Compile, verify accuracy and sort information according to priorities to prepare source data
- All the Attendance sheets should be checked and matching the GIZ system.
- Organize, document and archive all programme relevant documents, keep files complete and up to date
- Any other tasks by the line manager

- In coordination with field teams, schedule the collection of weekly attendance sheets and cross check with IBVs' agreements to ensure compliance with WV procedures

KNOWLEDGE/QUALIFICATIONS FOR THE ROLE

Required Professional Experience

- Minimum 1-2 years of experience of working in in Program administration or field support
- 1 (out of the total) year of experience with cash programming
- 1 (out of the total) year of experience with INGO/local NGO

Required Education, training, license, registration, and certification

- BA degree in business, management, administration, finance, accounting, or a related field
- Very Good command of oral and written English

Preferred Knowledge and Qualifications

- Proven data entry work experience, as a Data entry operator
- Experience with MS Office and data programs
- Familiarity with administrative duties
- Experience using office equipment, like fax machine and scanner

- Typing speed and accuracy
- Excellent knowledge of correct spelling, grammar and punctuation
- Able to maintain the confidentiality requirements
- Organization skills, with an ability to stay focused on assigned tasks

Travel and/or Work Environment Requirement: 10% office work, 90% Field work

Language Requirements: Arabic and English skills