

Job Posting –	<u>“DATA ENTRY OPERATOR”</u>
Closing date:	April 27 <sup>th</sup> , 2014
Organization:	Right To Play (Pakistan)
Work Location:	Ghotki (Sindh)
Compensation:	Commensurate with experience
Employment Start Date:	As soon as possible
Contract Duration:	11.5 months

**BACKGROUND:**

Right To Play is a global organization that uses the transformative power of play to educate and empower children facing adversity. Through playing sports and games, Right To Play helps children in more than 20 countries to build essential life skills and better futures, while driving lasting social change. Founded in 2000 by four-time Olympic gold medalist and social entrepreneur Johann Olav Koss, Right To Play is headquartered in Toronto, Canada.

In Pakistan, Right To Play is working with over 160,000 children on regular basis in 12 districts in KPK and Sindh and will likely to expand to other districts.

**I. JOB SUMMARY:**

Data Entry Operator shall be responsible for accurate compilation, entering, updating and retrieval of project data in the computer system.

**II. RESPONSIBILITIES AND TASKS:**

- Create data base of field based activities as per reporting formats.
- Ensures various data processing tasks are performed on time including the processing and translating of hand-written forms containing data collected from field assessments and operations
- Proofread and verify data entered, make necessary corrections as needed.
- Ensure accuracy of all information entered.
- Ensures follow-up and updates of specific files/databases
- Assists in establishing and maintaining filing system or the organization of field assessments and reports
- Prepare and share daily, weekly and monthly progress reports.
- Using Microsoft Excel, produce basic reports to track the progress of works
- Carries out occasional translation services for written documents between English, Urdu and Sindhi.
- Any other relevant task as assigned.

### III. QUALIFICATIONS

#### A) EDUCATION/ TRAINING/ CERTIFICATE

University Degree in Computer Science.

#### B) EXPERIENCE AND CORE COMPETENCIES

- 2-3 years data entry experience with an NGO/NGO
- Ability to type information quickly and accurately as required.
- Proficiency with Microsoft Office: PowerPoint, Excel, Word, Outlook etc with a minimum typing speed of 30wpm.

#### C) COMPETENCIES/PERSONAL ATTRIBUTES

- Ability to work effectively under pressure.
- Ability to Multiple tasks.
- Sense of humor and positive attitude.
- Adaptable to all given situations.
- Demonstrated professionalism and diplomacy.

#### D) KNOWLEDGE AND TECHNICAL SKILLS

- Fluency in English & Urdu.
- High level of Computer literacy in Word, Excel and PowerPoint.

### HOW TO APPLY

If you are interested in applying for these positions, please send your resume and cover letter to: [pakistanapplications@righttoplay.com](mailto:pakistanapplications@righttoplay.com) and kindly include job title with desired work location in the subject line. Please also indicate your salary expectations in the cover letter.

**Due to urgency position may be filled during the opening period.**

While we thank all applicants for their interest, only those selected for interviews will be contacted.

Right To Play is an equal opportunity employer and encourage those from diverse backgrounds to apply.

Right To Play is a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs.

To learn more about who we are and what we do, please visit our website at [www.righttoplay.com](http://www.righttoplay.com).

## **Right To Play - Human Resources Philosophy**

Right To Play is an international humanitarian organization that uses the power of sport and play to improve the lives of children in the most disadvantaged areas of the world. We believe that all children have the right to play.

Right To Play's human resources philosophy reflects the spirit that drives the organization. The philosophy influences the kind of people who are interested in working for us, the kind of people we recruit and how we treat our people.

Right To Play's culture is entrepreneurial, where employees are encouraged and empowered to perform in the context of rapid international growth, and to aim for the highest quality and adopt global best practices in delivering our programs.

Our employees are global citizens who are passionate about improving the world we live in through value-based grassroots activities. We work on the ground with and through people in the communities we serve to improve the lives of their children. By having a constant presence in these communities and helping them develop the resources and skills they need to help themselves, we aim for sustainable, long-term development.

To translate our vision into action, our philosophy for delivering our programs is "LOOK AFTER YOURSELF, LOOK AFTER ONE ANOTHER". Our employees are the backbone of this delivery, and the philosophy supports them by defining the desired outcomes of our human resources philosophy. This means that we pay competitive salaries, provide comprehensive benefits, encourage employee social events, and provide development opportunities and a great work environment.

We measure the success of this philosophy by indicators such as employee satisfaction surveys and staff turnover rate, as well as the overall success of Right To Play.