

## Data entry

### Damascus, Syria

We are looking for a highly qualified individual to fill-in the vacancy of Data entry to work in Damascus under service provider contract.

#### Who are we?

DRC has been working in the MENA region since 2003 and is currently one of the few international organizations registered and operating legally in the countries of Iraq, Syria, Lebanon, Turkey, Libya and Jordan. Since 2013, DRC has been operating as the largest INGO responding to the Syrian crisis in Syria and Lebanon and has assisted over 1 million refugees and IDPs a year. DRC has been actively operating in Syria since 2008, mainly supporting refugees. In June 2012, DRC was authorized by the Syrian Ministry of Foreign Affairs (MoFA) to expand its humanitarian efforts and provide assistance to IDPs and the vulnerable resident population countrywide. Since then, DRC activities have been focused on NFI distributions, Shelter, WASH, Protection, Education, Livelihood and Mine Risk Education in six Governorates (Damascus, Rural Damascus, Dara'a, Aleppo, Hama, and Homs).

#### About the job

The Data entry will be a member of DRC Syria Emergency Response Unit and he/she will work in the Shelter/WASH department. He/she will have to coordinate with DRC database officer regarding shelter beneficiaries, submission of ORs and invoices, time sheet; He/she will play a major role in archiving documents.

#### Duties and Responsibilities

- Data entry of shelter database.
- Archiving shelter documents.
- Follow up on ORs and payments with support units.
- Any other task as requested by the direct manager.

#### About you

In this position, you are expected to demonstrate DRC' five core competencies:

**Striving for excellence:** You focus on reaching results while ensuring an efficient process.

**Collaborating:** You involve relevant parties and encourage feedback.

**Taking the lead:** You take ownership and initiative while aiming for innovation.

**Communicating:** You listen and speak effectively and honestly.

**Demonstrating integrity:** You act in line with our vision and values.

To be successful in this role you must have:

- Intermediate institute
- Minimum one year of data entry or administrative work.
- Good command of both English & Arabic is a must.
- Good usage of computer applications
- Full respect for client/organization confidentiality is a definite pre-requisite
- Ability to work in a multicultural environment with flexibility and respect for all team members

### **We offer**

DRC will offer the successful applicant a three month non - renewable contract. Salary and conditions will be in accordance with Danish Refugee Council's Terms

### **Application process**

To apply for this position, send your CV to [job@drcsyria.dk](mailto:job@drcsyria.dk) no later than February 28<sup>th</sup> 2017 and make sure to indicate the vacancy title in the email subject line.