

TERMS OF REFERENCE OF Office Assistant cum Data Entry Operator

JOB TITLE: Office Assistant cum Data Entry Operator

Location: PMU/PIUs-UDRP (The World Bank) Uttarakhand, Dehradun

Contract term: One year with possibility for extension

Start date: Immediately

Responsible to: PD PMU/Program Manager PIUs-UDRP (The World Bank)
Uttarakhand, Dehradun

Responsible for: Routine office work, file maintenance and data entry work of PMU/PIU

BACKGROUND

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In June 2013, the north Indian state of Uttarakhand and adjoining regions experienced heavy rainfall due to a cloud burst causing devastating landslides and flash floods. The rainfall during the period of June 15 – 18 recorded to be 375 % above the normal rainfall resulted in a total human live loss of 580 as reported by the State Govt. of Uttarakhand (GoU) with more than 5400 still reported as missing. The region is amongst the country's most important pilgrimage centers and the disaster occurred during the peak pilgrimage season leaving over 70,000 tourists and over 100,000 locals stranded in the upper reaches of the mountain terrain. As per the preliminary assessment report by the GoU and UN, total local population affected is recorded as 110,000, 4200 villages affected, 9200 cattle / livestock lost, 3320 houses fully damaged.

The Government of Uttarakhand was extremely proactive in relief operations in the immediate aftermath of the flood and also received support from Gol for this. The project will support the recovery of communities from the flood event in the priority affected districts of Uttarakhand.

Required skills and expertise

- Good Typing Speed both in English and Hindi with good accuracy on computers
- File maintenance and record keeping
- Good knowledge of MS Word and MS Excel, Internet
- Knowledge of handling emails, office equipments.

Qualifications & Experience:

Graduate with Computer skills and more than 2 years experience in computer and office related works. Good English and bilingual typing preferred.

Note:

One of the posts of Office Assistant cum Data Entry Operator will be filled with the following qualification:

- Secretarial skills - typing, use of computer, fax machine, photocopier & Shorthand- 80 to 100 wpm in English, 80 wpm in Hindi. Typing speed Minimum 5000 kdph in English and 4000 kdph in Hindi.
- File maintenance and record keeping
- Good knowledge of MS Word and MS Excel, Internet
- Knowledge of handling emails, office equipments.

Qualifications & Experience:

Graduate with Computer Skill, Shorthand- 80 to 100 wpm in English, 80 wpm in Hindi. Typing speed Minimum 5000 kdph in English and 4000 kdph in Hindi.