

JOB DESCRIPTION

Data Entry Operator

(Project CHIRAAG, Department of Agriculture Development and Farmer Welfare and Biotechnology, Government of Chhattisgarh (GoCG))

Apply by: 06.09.2021

Location: Raipur

1. PROGRAMME OVERVIEW

Chhattisgarh Inclusive Rural and Accelerated Agriculture Growth (CHIRAAG) project is a World Bank-supported transformative project of the Department of Agriculture Development, Farmer Welfare and Biotechnology (DoAB), Government of Chhattisgarh (GoCG). This ambitious project is premised on the development and optimum utilization of local natural resources and is well-aligned to *Narwa* (water conservation), *Garuwa* (livestock management), *Ghuruwa* (composting and soil health) and *Badi* (homestead garden) i.e., NGGB program of GoCG. The NGGB policy centres on principles of resource conservation approaches and Integrated Farming Systems (IFS) that have been promoted globally for sustainable development and offer opportunities for year-round production of nutritive food for local consumption and markets.

The project development objective (PDO) is to improve income opportunities and the availability of nutritious foods in targeted households of Chhattisgarh's tribal-dominated areas. It will contribute to the State's agricultural competitiveness in terms of increased production, productivity, with an enhanced focus on water management, livestock development, farm waste management, post-harvest management, storage, value addition, marketability as well as enterprise development for the creation of off-farm employment opportunities. The project will mobilize village communities into 'livelihood groups' (LG), strengthen existing *Gauthans* by promoting Gauthan Committees (GC), CHIRAAG Resource Centers (CRC), promote farmer producer organizations (FPO) and support these community institutions to access markets for accelerated and inclusive rural transformation. The project has 6 components:

1. Community Empowerment and Institutional Strengthening
2. Diversified, Resilient and Nutrition-Supportive Food and Agriculture Systems
3. Value Addition and Market Access
4. COVID-19 Economic Recovery Response
5. Project Management, Monitoring and Knowledge
6. Contingent Emergency Response Component

To achieve the project vision and mandate, Department of Agriculture Development and Farmer Welfare and Biotechnology (DoAB), Government of Chhattisgarh (GoCG) invites applications for the position of CHIRAAG **Data Entry Operator** to be based at the State Project Management Unit (SPMU). The details of this position are described below.

2. PURPOSE OF THE ASSIGNMENT

The position of **Data Entry Operator** will be providing support for project related data entry in the computer, managing correspondence, general office support at the State level in the SPMU for the CHIRAAG project implementation. The position is key for timely correspondence, efficient file management system and quality of data entry for the CHIRIRAG project.

3. KEY JOB RESPONSIBILITIES:

- Helping and assisting the State team in all project documentation.
- Deliverable documentation at the State level.
- Entry in the MIS as per the requirement.
- Prepare, compile, and sort documents for data entry.
- Maintain the project data in digitized formats.
- Performs high-volume data entry using word processing, spreadsheet, database, or other computer software.
- Verifies integrity of data by comparing it to source documents.
- Reviews data for errors, missing pages, or missing information and resolves any discrepancies.
- Maintains a satisfactory level of quality as required for the SPMU.
- Undertake any other additional tasks that may be required for the project.

4. QUALIFICATION

Education: PGDCA or Similar

Desirable:

- a. Should have a minimum speed of 35 WPM in typing in English and Hindi.
- b. Applicant should be familiar with the local language of Chhattisgarh.

Experience: Minimum 2 years of post qualification relevant experience required.

1. Experience of working as Data Entry Operator in a multi tasking environment.
2. Experience of Office management, filing system and documentation
3. Experience of working with Government organisation or large projects of the Government.

Experience in CG: Work experience in similar programmes in CG or adjoining States for tribal population is preferred. Experience of working with government social development/ rural livelihood/ agriculture development projects will be an asset.

Bonafide resident of Chhattisgarh will be preferred.

Age: Applicant should not be above 55 years of age as on the closing date of application.

5. SUPERVISOR:

The position will report to Chief Operating Officer-CHIRAAG and also Functional SPMs for general office support.

6. DURATION OF CONTRACT

This is a contractual position with Project CHIRAAG for duration of 2 years and can be extended subject to satisfactory performance for further period of the project duration subject to satisfactory performance review and programme continuity.

7. COMPENSATION

The compensation for the position will be **INR 20,000/- per month.**

8. APPLICATION PROCEDURES

Qualified and eligible candidates are requested to apply for the position online on or before the closing date **September 06, 2021.**

Please note that only online applications will be accepted and application sent in any other means will not be considered.

9. POLICIES GOVERNING THE SELECTION

No Canvassing policy: The applicant should refrain from canvassing in any form. Any instances of canvassing or influence the selection process will make the applicant liable to be rejected.

Equal Opportunity: The CHIRAAG project is an equal opportunity employer for all castes, gender or social groups. Females are encouraged to apply for this position.