

## TERMS OF REFERENCE FOR COLLECTING EMPLOYMENT AND LABOUR STATISTICS IN THE MINISTRY OF ECONOMIC DEVELOPMENT

### Introduction:

The Ministry of Economic Development is mandated to undertake the policy and programmatic responsibilities relating to labor and employment. These include amongst other things;

1. Undertaking national skills development needs analysis;
2. Designing & implementing policies alongside other government agencies, to ensure that the national human resources are gainfully employed;
3. Developing and support implementation of training and upskilling of national human resources;
4. Identifying skills shortages in the local economy and implement appropriate policies to fill the gaps with foreign labor;
5. Implementing appropriate policies & systems to manage foreign labor alongside other government agencies;
6. Ensuring policies and programs are in place to minimize the incidence of mal-practices such as human trafficking;
7. Establish a framework to help the country comply with its international obligations relating to labor and employment.

As part of designing and effectively implementing these policies, the ministry is planning to compile labour statistics in accordance with international standards. Hence, the ministry is seeking the services of **Eighteen** Data Entry staff to assist ministry in collecting labour statistics to be used as evidence for labour market decision-making and further planning.

### Terms of Reference:

Through a consultative and participative process, the Data Entry Staff will be working with the research team and will report to the head of research department. The staff will be tasked with the following responsibilities.

- Preparing and sorting relevant documents for data entry;
- Entering data into database software;
- Checking to ensure the accuracy of the data that has been inputted;
- Resolving discrepancies in information in the documents;
- Obtaining further information for incomplete documents by contacting data providers;
- Standardizing data by giving international standard classification codes to industry and occupation.

### Qualification:

- O Level with minimum 3 passes (C or above), or data entry experience in a related field.
- Good command of MS Word, Excel and data analysis packages will be an added advantage.

Duration of the Contract:

- 6 calendar months, subject to extension.
- Working hours 0800-1600hrs, weekdays.
- The selected applicant may be required to work outside of the above working hours occasionally during the term of the contract.

Remuneration:

- Rf 8,500 per month (inclusive of all benefits)

Recruitment process:

- Applicants interested in providing the services, are required to submit their CV, attested certificates and other relevant information demonstrating his/her qualification and experience in the area.