

## Job Opportunity

<b>Post</b>	Data Entry Officer	<b>Reference</b>	TradeNet-HR/J/2022/04
<b>Employment Type</b>	Project Based		
<b>No of positions</b>	16		
<b>Term of Employment</b>	Duration of the assignment is 1 (one) year from the commencement of work. Contract extension based on performance and need.		
<b>Remuneration</b>	Based on qualification and experience		
<b>Scope of Work</b>	As part of the One Service Maldives, TradeNet Maldives will be working closely with the partnering government agencies. The services of the government agencies will be gradually delegated to TradeNet Maldives according to an agreed format through a consultative and participative process. The Data Entry Officer will be working with a team designated by TradeNet and will report to a designated Supervisor assigned by TradeNet.		
<b>Qualification &amp; Experience</b>	<ul style="list-style-type: none"><li>• Minimum GCE O' Level pass in 3 subjects or B-Tech graduate or MNQF Level 3 certificate;</li><li>• Experience in a similar field will be an added advantage</li></ul>		
<b>Desired Skills</b>	<ul style="list-style-type: none"><li>• Excellent listening, verbal, and written communication skills in Dhivehi and English</li><li>• Excellent data entry and typing skills.</li><li>• Ability to handle stressful situations appropriately.</li><li>• Pleasant personality with ability to work in teams, and individually, delivering results with minimum supervision in challenging circumstances.</li></ul>		
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Gather the information required and performing requirement analysis to complete the process being documented</li><li>• Preparing and sorting relevant documents for data entry;</li><li>• Entering data into database software;</li><li>• Checking to ensure the accuracy of the data that has been inputted;</li><li>• Resolving discrepancies in information in the documents;</li><li>• Obtaining further information for incomplete documents by contacting data providers;</li><li>• Standardizing data by giving international standard classification codes to industry and occupation.</li><li>• Carrying out administrative work related to quota, work permit, employment agencies provided by OSM partner agencies</li><li>• Carry out administrative work related to business registration services provided by OSM partner agencies.</li><li>• Carrying out administrative work related to quota, work permit, regularization, repatriation, employment agencies provided by OSM partner agencies</li></ul>		

Interested applicants are requested to email us your applications with the following documents before 1600 hrs on 20<sup>th</sup> February 2022 to [careers@tradenet.com.mv](mailto:careers@tradenet.com.mv)

- Completed Job Application Form (<https://tradenet.com.mv/applicationform>)
- CV
- Scan of National ID card
- Scans of educational certificates
- Employment reference letters
- Police Report