

## Job Opportunity

<b>Post</b>	Data Entry Officer	<b>Reference</b>	Tradenet-HR/J/2022/19
<b>Employment Type</b>	Project Based		
<b>No of positions</b>	07		
<b>Term of Employment</b>	Duration of the assignment is 1 (one) year from the commencement of work. Contract can be extended after performance analysis at the end of the term.		
<b>Remuneration</b>	Based on qualification and experience		
<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>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Carrying out administrative work related to registration, quota, work permit, regularization, repatriation, employment agencies provided by OSM partner agencies</li> <li>• Standardizing data by giving international standard classification codes to industry and occupation</li> <li>• Updating information to different databases</li> <li>• Obtaining further information for incomplete documents by contacting data providers</li> <li>• Traveling to different locations (Islands) to provide awareness and different services provided by OSM partner agencies</li> <li>• Providing assistance to OSM partner agencies in developing the partner agency's processes and systems</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>		

**Interested applicants are requested to email us your applications with the following documents before 1600 hrs on 04<sup>th</sup> July 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

**Kindly note that only shortlisted candidates will be contacted for an interview.**