



Job Description

Job Title:	Data Entry Officer
Project:	BRAVE – Building Resilience and Addressing Vulnerability to Emergencies - North Recovery Response to 2025 Flood in Khanewal
Department:	Institutional Partnerships Development
Reports to:	Project Manager
Location:	Khanewal
Salary Package	PKR. 65000 / Month
Contract Type:	Contractual (4 Months)
Purpose	The position is part of the Climate Resilience Component of the <i>Building Resilience and Addressing Vulnerability to Emergencies (BRAVE) in Pakistan</i>. The project is led by Concern Worldwide with Muslim Hands as the implementing partner. The programme aims to provide emergency response and relief to the affected flood communities of Khanewal district and to capacitate them to anticipate, adapt to, and absorb the negative impacts of climate-related hazards.
Main Responsibilities	The Data entry Officer will be responsible for establishing and maintaining efficient data collection, management, analysis, and reporting systems for the project. The role will also oversee internal and external communications, ensuring project visibility, accountability, and documentation of progress and success stories in line with donor and organizational requirements. Data Management & Analysis • Develop, maintain, and regularly update the project database, ensuring accuracy, confidentiality, and compliance with MH data protection standards. • Collect, consolidate, and verify data from field teams, including activity outputs, indicators, and beneficiaries reached. • Support the MEL team in conducting baseline/ RNA, initial outcome surveys, MPRs, and endline assessments. • Generate regular statistical and narrative reports for internal use, donor reporting, and external communications. • Maintain an electronic and physical archive of project data and records. • Managing the BRAVE Programme MIS, Activity Tracking Sheets, and activity databases. • Identify and correct errors in data entry. Clean and standardize data to ensure consistency. Coordination & Support • Work closely with the Project Manager, M&E Coordinator, and MH Country Office teams to align data management.



	• Train field staff on basic data collection, reporting tools, and communication protocols.
Required Qualification, Experience and Skills:	Required Qualifications & Experience • Bachelor's degree in social sciences, Development Studies, Statistic (master's preferred). • At least 3 years' experience in data management, reporting, within development or humanitarian projects. (emergency response projects preferred) • Strong skills in MS Excel, data visualization tools, and online survey platforms (e.g., Kobo, ODK) • Familiarity with climate resilience, DRR, and humanitarian interventions will be an advantage. Competency • Strong organizational skills and attention to detail. • Knowledge about data cleaning, filtering, and analysis • Ability to meet tight deadlines while maintaining accuracy and quality. • Proactive, flexible, and a team player with problem-solving abilities.