



MINISTRY OF SOCIAL DEVELOPMENT (MoSD)

ADVERTISEMENT

LESOTHO BASIC EDUCATION STRENGTHENING PROJECT (P175065)

TERMS OF REFERENCE (TORS) – DATA ENTRY CLERK

1.0 Project Background

The government of the Kingdom of Lesotho through the Ministry of Social Development (MoSD) has secured credit from the World Bank in the amount equivalent to US\$7.1 million towards the cost of Lesotho Basic Education Strengthening Projects (BESP) for three (3) years period up to 2025.

The Ministry intends to use portion of this credit for an individual consultant to act as a Data Entry Clerk (DEC) as part of the Project Facilitation Unit (PFU) (to be recruited) in the Ministry of Social Development. The DEC for capturing of all data collected for the project in accordance with the guidelines, rules and procedures provided in the Project Financing Agreement.

2.0 Objectives

The objective of the assignment is to undertake services in engaging data entry clerks for the 10 districts so that all the accumulated data can be captured accurately across all districts for the benefit of the project and MoSD.

3.0 Scope of Services

Under the supervision of the Bursary Administrator in each district, the Data Entry Clerk is responsible for:

1. The Maintenance of database by entering new and updated beneficiary information.
2. Sorting, maintaining & verifying the accuracy of data as instructed by the supervisor;
3. Processing electronically information from the Claim forms, beneficiary Performance forms & verification results.
4. Comparing data entered with source documents,
5. Maintaining files & records of OVC-Bursary beneficiaries.
6. Assisting regularly the Bursary Administrator to verify the number of benefitting beneficiaries in schools.

7. Maintaining beneficiary confidence and protects the Bursary operations by keeping information confidential.
8. Verifying entered beneficiary data by reviewing, correcting, deleting, or reentering data & eliminating duplication of data.

4.0 Qualifications and Experience

Diploma in IT, statistics or computer studies - Two years of experience with any data processing applications; -

Knowledge, Skills and Abilities Requirements:

- Knowledge of English and local language(s) is essential; -
- Good computer skills;
- Accuracy;
- Ability to work under pressure according to tight deadlines;

5.0 Duration of Assignment

The assignment shall be for a period of twelve (12) months renewable upon satisfactory performance.

6.0 Submissions of Applications

The Principal Secretary
Ministry of Social Development
P/Bag A222
Maseru
Lesotho

Interested candidates shall submit their applications, Educational Certificates and transcripts, Curriculum Vitae with two names of the referees with their contact details on or before 14 November 2022 during working hours to the following address:
tankisomasao@gmail.com