

## Data Entry Clerk Internal and External Job Advertisement

**Data Entry Clerk (1 Position)**

**Closing date: 30 June 2025** (The recruitment is urgent; HI reserves the right to hire somebody before the deadline)

Handicap International that runs its program under the operating name Humanity & Inclusion (HI) seeks for **Data Entry Clerk is based in Mae Sot office under the MEAL, based in Mae sot, Thailand.**

**HI is engaged in an employment policy in favour of employees with disabilities.**

HI reserves the right to not accept applications submitted after the deadline. Only shortlisted candidates will be contacted for testing and an interview.

### PROJECT HISTORY

Handicap International, now operating under the name Humanity & Inclusion (HI), is a non-profit independent and impartial aid organization working in situations of poverty, exclusion, conflict and disaster. HI works in emergency, post-emergency reconstruction or rehabilitation, chronic crises and development settings.

HI works alongside persons with disabilities and vulnerable populations, taking action and bearing witness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights. HI works to meet the needs and defend the rights of children, women and men with disabilities.

Since its creation in 1982, HI has gone on to work in around 60 countries worldwide, for the benefit of several million people.

In Thailand, HI started working in 1984 and currently implements activities for Burmese refugees along the Thailand-Myanmar border under three thematic areas: Rehabilitation, Disability Social Inclusion (DSI) and Explosive Ordnance Risk Education (EORE).

For more information on the organization, please see Humanity and Inclusion website: <https://hi.org/en/index> and the online presentation of the organization: <https://www.youtube.com/watch?v=3p2OWL6T3AY&t=127s>

### WORKING ENVIRONMENT

**HI's intervention in Myanmar and Thailand is based on 5 strategic pillars:**

- **Emergency Response** – Basic Needs and Inclusive Humanitarian Action
- **Armed Violence Reduction** – EORE, Contamination Impact surveys and Victim Assistance Efforts
- **Inclusive Health** – Rehab, MHPSS, Early Childhood Development and Access to Services
- **Inclusive Preparedness** – Disaster Risk Reduction and Logistics Analysis
- **Inclusive Opportunities** – Inclusive Education and Inclusive Livelihoods

## **JOB DESCRIPTION :**

The Data Entry Clerk will support the project teams in Thailand in setting up and implementing information management systems. S/he supports ensuring the minimum commitments described in the Project Quality Policy (PQP) of Humanity & Inclusion and its guidelines in Thailand.

The data entry clerk enters paper forms into a digital database. S/he is responsible for the quality of the data entry, and respects the confidentiality of the data he/she processes.

### **Mission 1: Operational implementation**

#### **Responsibility 1: Performs data entry**

- Performs data entry from paper forms to a digital database
- Follows the input masks and the format of the database
- Transmits the completed database to his/her supervisor at regular intervals and once the data entry is completed
- Respects the confidentiality of the data processed

#### **Responsibility 2: Provides the first level of data quality control**

- Ensures that the data entered is complete and consistent, and that the database format is appropriate
- In case of doubt or when an error is detected, informs his/her supervisor

### **Other skills**

#### **Management skills**

- Being capable of helping team members to progress: developing the staff's ability to work autonomously
- Knowing how to position oneself so things can move forward
- Knowing how to simplify and prioritize
- Proven managerial skills (management of drivers, guards and cleaner)
- Excellent organizational skills
- Very strong interpersonal skills: strong communication and diplomatic skills
- Initiative, Practical and problem-solver

### **Job requirement**

#### **Education**

- University graduate (Social sciences, development studies, and other relevant experience fields linked with the expectations of the position) is preferred.

#### **Experiences**

- At least 2 years of experience working in a project support and/or project implementation role in humanitarian NGO/INGO is required.
- Experience in working with partner organization is desirable.
- At least 2 years of work experience in the humanitarian context is highly desirable.
- Experience working in multidisciplinary team is required.
- Experience in the field of emergency project management and/ or in Disaster Risk Reduction programming

### Language skills

- Good level in English and Thai languages, both in written and Oral is required.
- Knowledge in Myanmar Local languages is preferable.

### Behavioral Skills:

- Positive thinking/open mind to learn the new things.
- Flexibly
- Communication
- Team work spirit
- High commitment/belief of the philosophy on the community development and work with the grassroots people.

### JOB CONDITIONS:

**Local work contract**, fixed duration contract

**We offer also:** nice working environment such as 21 days of annual leave per year, 15 days of public holidays, 5 days special leave for family event, Social Security & Worker Compensation Fund, Group life & health, phone card credit, 13<sup>th</sup> month bonus, seniority of 1% after the 1<sup>st</sup> year of employment and training possibilities.\

**Start preferably: 15 July 2025 or earlier**

**How to apply:** In the subject line of the email please write “**Data Entry Clerk**”

**IMPORTANT:** In the content of the CV please outline responsibilities and tasks from previous & current work, volunteer experiences and training received.

**Please send all applications (Cover letter, CV, Thai ID Card, Educational certificate, training certificate) to:** [recruitment@thailand.hi.org](mailto:recruitment@thailand.hi.org)

Only candidates who passed the & Administration selection will be taken into consideration for a technical assessment and will be afterwards notified of the final decision. Selected applicants may be invited for an interview. HI reserves the right to contact the applicants for further information before the final selection of the selection committee.

***Handicap International encourages qualified persons with disabilities or chronic illness and women to apply.***

***HI is committed to protecting children and vulnerable adults from harm.***

***Employment is subject to HI***

***protection standards including background checks and adherence to HI protection policies***

***(Child protection, PSEAH), Fraud and corruption and Code of Conduct.***

***All information shared by the applicants remain confidential.***

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