



DATA ENTRY OFFICER – OBSERVER PROGRAMME

TERMS OF REFERENCE

Appointment Grade D/E. Responsible to the Observers Programme Manager (OPM). No subordinate personnel

Duties of the Data Entry Officer for the Observer Programme will involve data entry and some archiving of Observer data forms.

Data entry duties:

- Under the supervision of the Observer Programme Manager (OPM), input current and historical data relating to Observer and Crewing programmes.
- Carefully verify all data entries made at the time of input.
- Review all data entries at the end of each working day and report the number of entries made to the OPM the following morning.
- Assist with other administrative aspects of the fisheries observer placements if required.
- Perform other duties as directed by the OPM.

Archiving duties include:

- Scanning of historical data logsheets .
- Scanning of other related data.
- Arrange all scanned data into a user friendly electronic filing system.
- Cut (copy) all scanned data onto CDs and clearly identify the content of every individual CD.
- Arrange a systematic and user friendly filing system for all the cut-out CDs
- Assist in the input and verification of data logsheets.
- Undertake any other duties as assigned from time to time.