

TERMS OF REFERENCE OF OFFICE ASSISTANT CUM DATA ENTRY OPERATOR

JOB TITLE: Office Assistant cum Data Entry Operator

Location: PMU/PIUs-UDRP-2 (The World Bank) Uttarakhand, Dehradun

Contract term: One year with possibility for extension

Start date: Immediately

Responsible to: PD PMU/Program Manager PIUs-UDRP-2 (The World Bank) Uttarakhand, Dehradun

Responsible for: Routine office work, file maintenance and data entry work of PMU/PIU

BACKGROUND:

The Government of Uttarakhand is extremely proactive in mitigation and management of disasters. For enhancing technical capacity of the state in prevention and mitigation of different hazards, the Government of Uttarakhand is receiving financial assistance from the World Bank for “Uttarakhand Disaster Recovery Project (Additional Financing)”. The project will support the recovery in terms of River protection works, Road Protection works (Slopes), Reconstruction of Bridges and strengthening State Disaster Response Force.

Required skills and expertise

- Good Typing Speed both in English and Hindi with good accuracy on computers
- File maintenance and record keeping
- Good knowledge of MS Word and MS Excel, Internet
- Knowledge of handling emails, office equipments.

Qualifications & Experience:

As mentioned in the advertisement.