

## Terms of Reference (ToR)

- **Position:** Data Entry Operator
- **Project:** GFATM Supported IMEP-3
- **Location:** Gadchiroli, Maharashtra
- **Reporting to:** M&E/ Training Coordinator
- **Remuneration:** Rs. 25,000 per month
- **Last date to apply:** 9 January 2026

### 1. Background

TCI Foundation invites applications for the position (01 No.) of r Data Entry Operator for malaria project in Maharashtra State (Gadchiroli District) under the Global Fund Grant GC7. The malaria project is implemented by TCI Foundation in close coordination with the National Centre for Vector Borne Diseases Control (NCVBDC) Ministry of Health & family Welfare and the Maharashtra State Health Department.

Gadchiroli District in Maharashtra is among the priority district for malaria elimination due to its tribal and hard-to-reach areas with persistent transmission. A dedicated Data Entry Operator (DEO) is essential to ensure accuracy in reporting, maintenance of databases, and timely submission of programme information to state and national levels.

### 2. Objective

To strengthen malaria programme data management by ensuring accurate, timely, and systematic entry, compilation, and reporting of surveillance and programme activity data at the district level.

### 3. Key Responsibilities

#### Data Management and Reporting

- Enter, compile, and manage programme-related data using MS Word, MS Excel, and online reporting formats.
- Prepare PowerPoint presentations, analytical charts, and summaries based on collected data for review and reporting purposes.
- Process, validate, and analyze data received from field units, and assist in preparation of regular progress reports.
- Maintain a systematic record of reports and documents received from various sources, ensuring completeness and accuracy.

#### Monitoring and Evaluation Support

- Assist in data verification, compilation, and analysis to support the Monitoring & Evaluation (M&E) function.
- Develop and update databases based on monitoring formats, reports, and indicators.
- Generate periodic summaries and assist in preparing performance tracking dashboards as required.

#### Coordination and Documentation

- Handle official correspondence, documentation, and communication with project partners, districts, and programme staff.
- Assist in organizing review meetings, workshops, and training sessions, including logistical and documentation support.
- Maintain records of attendance, minutes of meetings, and follow-up action points.

## Other Responsibilities

- Perform any other tasks or responsibilities assigned by the supervisor or senior officials in support of programme implementation and data management.

## 4. Deliverables

- Accurate and up-to-date malaria case and programme database for Gadchiroli District.
- Weekly and monthly district malaria data reports submitted to the District Coordinator.
- Error-free entries in portals.
- Updated archives of reports, registers, and documentation.

## 5. Qualifications & Experience

### Essential:

- Graduate degree in Computer Applications, Statistics, or any discipline with diploma/certification in computer applications.
- Proficiency in MS Office (Word, Excel, PowerPoint), internet, and web-based applications, including data processing and analysis using Excel.

### Desirable:

- Minimum 2 years' experience in data entry, report writing, and data management.
- Experience in monitoring and evaluation support or working with project/programme data is an added advantage.

## 6. Reporting & Supervision

- The DEO will report directly to the Monitoring & Evaluation Officer.
- They will maintain close working relations with District Coordinators, and Block Coordinators.

## 7. Duration of Assignment

The positions are contractual for the period November 2025 to March 2027.

## 8. Code of Conduct

- Work with transparency, accountability, and respect for community values.
- Ensure confidentiality of health data and beneficiary information.
- Avoid any form of discrimination based on caste, gender, religion, or socio-economic status.
- Refrain from misuse of position or programme resources.

## 9. Support & Supervision

- Data Entry Operator will receive periodic training, orientation, and supportive supervision from TCI Foundation.
- They will be provided necessary reporting formats, health communication materials, and supplies for carrying out their duties.

## 10. Remember:

- Merely fulfilling the eligibility and applying for the position does not entitle the candidate to be called for interview.
- No TA/DA will be paid to attend the interview in person.

- The advertised position can be cancelled/varied as per the discretion of the employer.

### **11. Equal Opportunities**

TCI Foundation is an equal opportunity employer. Employment at TCI Foundation is based solely on individual's merit and qualifications directly related to professional competence. TCI Foundation does not discriminate against any employee or applicant because of race, caste, creed, colour, religion, gender, origin, disability, marital status, or any other basis protected by law.

### **12. Selection:**

Selection will be based on an interview and other factors, including qualifications, experience, skills, and overall suitability for the role.

[click to apply](#)