

# NOWCommunities

National Organization for Working Communities, Karachi

## ADVERTISEMENT FOR JOB

Dated: 24 May,2022

The National Organization for Working Communities consists of dedicated experts in development work in various fields of development concerning labor and women including peace, media, education, and community health. This collective has experience of working in countries most respected organizations. They have come together to fill the gap of much needed innovative approaches to organize workers, women and youth of marginalized working classes of Pakistan.

NOWComunities is required the short term project Data Entry Consultant for its project "Urban working women in a Transitional Change:

The positions are as follows:

S.NO	JOBTITLE	QUANTITY
01	Data Entry Consultant	01

If you are interested in this job, please email your resume to [nowcommunities@gmail.com](mailto:nowcommunities@gmail.com) or call 021-34325500 by 31 May 2022, for further information.

Note: For Job description/TOR's you can visit our website: [nowcommunities.org](http://nowcommunities.org) or call 021-34325500

# TORs for Data Entry

- ❖ Use the code book to code the responses
- ❖ enter the coded data in the excel sheet
- ❖ recheck the data entry at least twice by themselves (at least ten responses)
- ❖ get the data base rechecked by a person authorized from the NOWCommunities
- ❖ Complete the work within the time and date limits