Vacancy Number:	ORCA-11-35
Post Title:	*Data Entry Assistant*
Organization:	*Opinion Research Center of Afghanistan (ORCA)*
Duty Station:	*Kabul*
Duration:	*One year (extendable), subject to successful completion of a three-month probationary period*
No. of Post:	*1*
Sex:	*Male/Female*
Nationality	*Afghan*
Salary:	*Negotiable*
Closing Date:	*Upon filling the position*
Submission Email:	*hr@orca.com.af*
Background:	*ORCA is the first and the largest full service research center operating in the areas of market research, media and opinion research, qualitative and quantitative independently in all 34 of the 34 provinces of Afghanistan.* *As the first registered Afghan research center, ORCA has seen rapid expansion in its research activities in a short period of time. ORCA, therefore, needs qualified Afghans to join the center and fill the vacancies.*
Job Summary:	- *The candidate must have the ability to work in a team environment, support the data entry team, and be able to guide his/her assistants when needed.* - *Full knowledge of SPSS (Statistical Package for Social Science)* - *Excellent analytical skills* - *Knowledge of Ms. Office Programs* - *The ability to learn new reporting guidelines (i.e. programs for data entry (PDE) and other relevant software programs) and required tools during the ongoing work period.* - *Flexibility in working extra hours to meet the deadline.*
Qualification	- *Holding a bachelor's degree in Computer Science is a plus but not mandatory* - *Have experience and ability to interact professionally with staff* - *Good command on Dari and English language is required.*
Submission Guideline:	
	Applicants meeting the above qualifications are requested to submit the following electronically at hr@orca.com.af : *1. A one-page Covering Letter expressing his/her interest/ suitability for this Post* *2. Curriculum Vitae (CV)* *Note: Only short-listed candidates will be contacted for a practical test (using the SPSS software program in survey research). Ones who get the highest scores will be contacted for the final interview.*