**Job Description Data Entry Manager**

**Qualifications**

Experience with coordination and/or management of data entry in surveys

**Responsibilities**

1. Develop templates for data entry software
2. Develop a system with the following:
   1. acceptable data ranges for fields stipulated by survey manager
   2. skip patterns as indicated by the data collection forms
   3. fields, as stipulated by the survey manager, which are "must enter"
   4. fields to indicate who did the primary and secondary data entry
3. Design a data entry system that can back up data after each data entry session
4. Use software that can be used to enter data from all data collection forms
5. Ensure that all data sets must be relational allowing association of children, women, and men with their respective households and allowing association of children with their mothers
6. Develop either a dual data entry or second checking data entry
7. Create a data entry manual for use by data entry personnel
8. Train date entry personnel
9. Supervise data entry personnel for first data entry session for each person – probably over a period of 3-4 days.
10. Be available for questions during entire data entry process.
11. Merge data files from the 4 data entry computers to produce single, complete data sets for households, for children, for women, and for men.
12. Oversee organization and filing of data collection forms