## TERMS OF REFERENCE FOR DATA ENTRY CLERK

### Project Background

With support from the United Nation Road Safety Fund (UNRSF), Road Safety Action International (RSAI), in collaboration with the Ministry of Transport through the Road Safety Secretariat (RSS) and the Liberia National Police (LNP), is seeking to enhance road safety and reduce traffic accidents in Liberia. A key component of achieving this goal is the systematic analysis of road crash data. Accurate and insightful data analysis is essential for establishing a comprehensive understanding of the road accident situation in the country and formulating effective strategies and interventions.

Currently, road crash data in Liberia are collected manually and are prone to errors, limiting their usefulness for real-time analysis and decision-making. To address these challenges, the World Bank, has provided support to the Road Safety Secretariat for a road accident data station that is being setup at the headquarter of the Liberia National Police. This facility is being equipped with advanced technologies aimed at improving the accuracy, efficiency, and reliability of road crash data in Liberia.

To ensure the effective operation and sustainability of this data station, RSAI as the implementing partner, is seeking to recruit a qualified and dedicated Data Entry Clerk. The data clerk will play a crucial role in supporting the operations of the data station, including accurate data entry, management, etc.

### Position Background

The Data Entry Clerk will work to prepare, enter, verify and ensure the accuracy of both existing and incoming road accident data into the Road Accident Database Management System (RADMS).

### Scope of Work

The Road Safety Data Clerks will be responsible for the following tasks:

- Entering road safety data from various sources including accident reports, traffic surveillance, and field surveys.

- Ensuring the accuracy and completeness of the data entered into the crash data system.

- Assisting in the development and maintenance of data management system

- Conducting regular data validation and quality checks.

- Work with the LNP and other relevant entities to gather road crash data.

## Capacity Development

- Collaborate with assigned LNP Officers to provide hands-on capacity development in the use of the RADMS.

- Conduct regular workshops for knowledge transfer on data preparation, imputation, and verification to LNP officers.

- Coordinate with RSAI external partner to conduct data management workshops for LNP officers and other individuals from relevant line ministries and agencies.

- Provide regular trainings to LNP officers on the use of the tools and methodologies in road crash data collection.

## Reporting

- The data clerk shall provide weekly reports in the RSAI's management team meeting.

- The data clerk shall provide detail reports for capacity development activities covering the workshops, hands-on-training, etc.

- The data clerk shall provide monthly reports of activities to the partners (RSAI, MOT, and LNP).

## Qualifications

Applicants wishing to apply for this position should have the following qualifications:

- Associate of Science Degree in Data Science, Computer Science, Statistics, Engineering or a related field.

- Proficiency in data entry and data management software (e.g., Microsoft Excel, Access, or specialized data entry software).

- Strong attention to detail and accuracy.

- Good organizational and time-management skills.

- Ability to work independently and as part of a team.

## Skills

At a minimum, the ideal person should have the following skills:

- Should be excellent with typing on a computer

- Good knowledge of computer and application packages

- Good planning and organization skills

## Preferred Experience

- Prior experience in data entry or data management with Microsoft Excel, Access, or specialized data entry software.

- Familiarity with road safety issues and data collection methodologies.

- At least 2 years of experience in working as data entry clerks or other related fields.

## Application Process

Interested candidates should submit the following documents:

- A cover letter stating your motivation for the position.

- A current resume or CV stating your qualification.

- Applications should be submitted electronically to [info@roadsai.org](mailto:info@roadsai.org) by **June 30, 2024** using the subject line: **"DATA Entry Clerk_NAME_2024".**

- Only shortlisted candidates will be contacted for interviews.

## Evaluation Criteria

- Candidates will be evaluated based on their qualifications, relevant experience, and performance in the interview process.