



**Coral Triangle Center**  
Inspiring People Saving Oceans

**DATA ENTRY CONSULTANTS**  
**Term of Reference**

The Coral Triangle Center (CTC) recognizes the importance of knowledge management (KM) as a strategic tool to achieve its environmental and marine conservation goals. KM encompasses the creation, sharing, use, and management of the CTC's intellectual capital. This includes scientific research, project reports, best practices, and the expertise of its staff.

Previously, this valuable information may have been scattered across various locations, making it difficult for staff, partners, and stakeholders to find what they need. An effective KM system addresses this challenge by creating a central repository for the CTC's knowledge assets. This not only improves access to information but also fosters collaboration and knowledge sharing within the organization. With staff easily able to locate relevant information, the CTC can leverage its collective expertise to make better-informed decisions and achieve greater impact in its conservation efforts.

To harness the power of KM, the CTC is embarking on a project to centralize its knowledge assets. This initiative requires the meticulous transfer of this information into a designated KM system. The accuracy and efficiency of this process hinge on the expertise of skilled data entry staff. These individuals will play a critical role in ensuring the successful implementation of the CTC's KM system and the accessibility of its valuable knowledge resources. This project requires the expertise of dedicated data entry staff to ensure the accurate and efficient transfer of knowledge into the system

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**ESSENTIAL FUNCTIONS:**

The Data Entry Consultant(s) will be based in Bali. They will support the Knowledge Management; and Monitoring, Evaluation and Learning Team in uploading assets into CTC's KM system and ensuring the data and metadata consistency of the assets.

### **DUTIES AND RESPONSIBILITIES:**

1. Receive KM assets such as documents, reports, presentations, etc. from the KM Team or designated personnel,
2. Review and classify KM assets according to established guidelines,
3. Input data of KM assets into the designated KM system accurately and efficiently,
4. Adhere to data entry protocols to ensure consistency and quality,
5. Identify and flag any errors or inconsistencies in the provided KM assets,
6. Maintain a clean and organized workspace (physical and digital).

### **KNOWLEDGE/SKILLS:**

- Diploma or equivalent qualification with proven experience in data entry using computer software.
- Strong typing skills and accuracy in data entry.
- Excellent attention to detail and ability to identify and flag errors.
- Ability to work independently and meet deadlines.
- Experience in a knowledge management environment is a plus.
- Familiarity with environmental or marine science terminology is beneficial.

### **REPORTING AND COORDINATION LINES:**

- The Data Entry Consultant will report directly to the KM Lead and provide regular updates on progress and any encountered challenges.

Please send your CV through email: [hrecruitment@coraltrianglecenter.org](mailto:hrecruitment@coraltrianglecenter.org) Deadline: 5 July 2024

**Coral Triangle Center is an Equal Opportunity Employer**