



## Information Management Officer

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** Nov. 23, 2016, midnight

### Basic Job Information

Job Category : NGO / INGO / Social work  
Job Level : mid  
Job Location : gorkha  
Offered Salary : None

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### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : Not Required

### Other Specification

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### Job Description

- Minimum of 3 years focusing specifically on data management using MS Excel and MS Access- preferably 4 years of experience.
- Clear understanding and experience in designing relational databases, creating unique identifiers, exporting raw data from data collection software, cleaning data files, and joining multiple data sheets, surveys, and template design.
- Knowledge in Advanced MS Excel skills like Vlookup, Hlookup, CountIF, pivot tables, macros, and VBA scripting, GIS: capable of independently produce maps.

A detailed job description for the above positions can be obtained by contacting CRS Human Resources Office at [HRNepal@crs.org](mailto:HRNepal@crs.org)

### TO APPLY:

Please apply by sending a CV with a cover letter to [HRNepal@crs.org](mailto:HRNepal@crs.org) by 23rd November 2016

*Only short listed applicants will be contacted. CRS Nepal provides an equal opportunity employers committed to a staff composition that reflects the social and ethnic diversity of Nepali Society. Applicants from disadvantage caste, under-represented ethnic groups, and women are especially encouraged to apply.*

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### Applying Procedure

None

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