



Job Description

Position: Data Administration Officer (Volunteer)

Location: Remote

Reports to: MEAL TA Advisor

Hours: Full-time

Term: Six (6) Months

Veterinarians without Borders/ Vétérinaires sans frontières – Canada (VWB/VSF) is a charitable, humanitarian organization whose mission is to work for, and with, those in need to foster the health of animals, people, and the environments that sustain us. More information about the organization can be found at www.vetswithoutborders.ca.

The Data Administration Officer plays a pivotal role in VWB/VSF Canada's data entry and record management processes. The role supports the arrangement of the organization's databases, files, and documents, including tasks such as data entry, file organization, file naming conventions, document indexing, and ensuring compliance with record-keeping policies and regulations.

DUTIES AND RESPONSIBILITIES

- Assist in data entry and generation of reports.
- Support in developing an efficient filing system for both physical and electronic records, ensuring easy access and retrieval.
- Support in developing file naming conventions and document classification systems to promote consistency and organization.
- Assist in secure and timely archiving of records that have reached their retention period or are no longer relevant and/or in use, by the organization's policies and regulations.
- Maintain the confidentiality and security of sensitive information by implementing access controls and data protection measures.
- Provide training and guidance to staff members on records management best practices and policies.
- Identify tools and technology for efficient document management, including the use of document management software.
- Assist in monitoring the quality of records and documents, addressing any discrepancies or issues promptly.
- Generate reports and metrics on records management activities and compliance.
- Ensure adherence to data privacy and protection policies.



EXPERIENCE AND SKILLS

- Bachelor's degree in data/information science, Business Administration, or a related field.
- Proven experience in records management or a similar role.
- Strong understanding of document retention regulations and best practices.
- Proficiency in records management software and Microsoft Office Suite.
- Excellent organizational and problem-solving skills.
- Attention to detail and a commitment to accuracy.
- Strong communication and interpersonal skills.
- Ability to work independently and in a team environment.

BENEFITS

- Professional development opportunities with exposure to learning about international development and VWB/VSF Canada's work in developing countries.
- Opportunity to learn monitoring and evaluation in international development and humanitarian contexts.
- An opportunity to work in a positive and inclusive work environment.

APPLICATION DEADLINE

Interested candidates are invited to submit their resume and a cover letter explaining their qualifications and interest in the Records Manager position to recruitment@vwb.org by **May 31st, 2024** with the subject line **"Data Administration Officer - Volunteer"**.

We thank all those who apply, however, only those selected for an interview will be contacted. VWB/VSF recognizes the existence of discrimination and structural barriers to equality based on gender, race, ethnicity, religion, age, and mental or physical ability. Therefore, we take an intersectional approach to equality, diversity, and inclusion, and incorporate this understanding into our programming, policies, and procedures. We welcome applications from women, Aboriginal persons, persons with disabilities, ethnic minorities, persons of minority sexual orientation or gender identity, visible minorities, and others who may contribute to diversification and share our values. If you are invited to continue the selection process, please notify us as soon as possible of any adaptive measures you might require.

DISCLOSURE OF INFORMATION

It is understood and agreed that the volunteer will, during and after, the effective period of the assignment, treat the information/data as confidential and not divulge, unless authorized in writing by VWB/VSF any information obtained during the performance of the assignment. Information will be made available to the volunteer on a need-to-know basis. The selected consultants will commit to respecting the VWB/VSF policies.