ABOUT HABITAT FOR HUMANITY INDIA

Driven by the vision that everyone needs a decent place to live, Habitat for Humanity began in 1976 as a grassroots effort. The housing organization has since grown to become a leading global nonprofit working in more than 70 countries. In India since 1983, Habitat for Humanity has supported more than 38 million people by helping them build or improve a place they can call home, build improved sanitation units and provide humanitarian aid and disaster resilient shelter solutions in the aftermath of natural disasters.

Through financial support, volunteering or adding a voice to support affordable housing, everyone can help families achieve the strength, stability and self-reliance they need to build better lives for themselves. Through shelter, we empower.

To learn more, donate or volunteer, visit **www.habitatindia.org**

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Title: TOR for Part-Time Documentation Assistant (Consultant) at District Level
Location – Kaij (1); Kalam (1); Dhenkanal (1); Jajpur (1)
Position: Part-Time Documentation Assistant

Duration: 6 months

Schedule: Two days per week

Role and Responsibilities:
* Scan all project documents following the established documentation protocol.
* Store scanned documents in the designated SharePoint drive, organized in a structured and easily accessible manner.
* Create and maintain an Excel spreadsheet to index all scanned documents for efficient reference.
* Ensure the accuracy and completeness of indexing information, including document names, categories, dates, and other relevant details.
* Scan and archive training attendance sheets of 200K training in the SharePoint drive.
* Organize the scanned sheets based on batches, training programs, or any other relevant categorization.
* Scan and store all checklists related to the project, ensuring proper indexing and categorization.
* Scan and archive payment vouchers and letters of understanding, maintaining a systematic filing system.
* Scan all relevant documents related to Recognition of Prior Learning (RPL) training.
* Organize the scanned materials batch-wise or as per the prescribed categorization.
* Scan and archive RPL and Entrepreneurship Development Program (EDP) certificates.
* Ensure proper categorization and easy retrieval of scanned certificates.
* Scan and store documents related to social enterprises associated with the program.
* Apply appropriate indexing and categorization to facilitate document retrieval.
* Scan and archive any other program-related documents following the Standard Operating Procedures (SOP).
* Apply indexing and categorization as per the established protocols.

Qualifications and Skills:

* Proficient in operating scanners, printers, and related office equipment.
* Basic computer skills, including knowledge of Microsoft Excel and SharePoint.
* Attention to detail and accuracy in document handling and indexing.
* Strong organizational and time management skills.
* Ability to work independently and reliably meet deadlines.
* Previous experience in document management or similar roles is preferred.

Reporting:

* Provide regular updates on scanning progress and document storage activities to the designated supervisor.

- Report any challenges or issues faced during the documentation process.

Duration and Remuneration:

- The duration of this assignment is six months. The Documentation Assistant (Part Time) will be compensated INR 6000 per month lump sum.