



Human Resource Data Entry Officer

Job Description

Department : Human Resources Department
Reports To : Director Human Resource
Duty Station : Innovative University of Enga-Irelya Campus
Employment Type : Full-Time

Position Summary

The Human Resource Data Entry Officer is responsible for the timely, accurate, and confidential entry, updating, verification, and maintenance of employee information within the University's Human Resource Information System (HRIS) and personnel records. The position supports the Human Resources Department by ensuring that employee data is complete, accurate, and readily available to facilitate recruitment, payroll, employee administration, reporting, and institutional planning.

Key Duties and Responsibilities

Human Resource Data Entry

- Capture and update employee information in the Human Resource Information System (HRIS).
- Enter data relating to appointments, transfers, promotions, confirmations, leave, training, contract renewals, and employee separations.
- Verify the accuracy and completeness of data before entry.
- Correct data entry errors promptly and maintain high standards of data quality.

Employee Records Management

- Maintain electronic and physical personnel files.
- File and retrieve employee records efficiently.
- Organize personnel documentation in accordance with university records management policies.
- Ensure employee records are complete and up to date.

Data Verification and Quality Assurance

- Conduct routine data validation and reconciliation to ensure accuracy.
- Identify and report inconsistencies, missing information, or duplicate records.
- Support periodic audits of HR records and databases.
- Assist in maintaining data integrity across HR systems.

HR Administrative Support

- Assist with preparation of employment documentation.
- Update employee records following recruitment, promotion, transfers, and contract changes.
- Support onboarding processes by creating employee records and maintaining new staff documentation.
- Assist in processing leave applications and updating attendance records.

Payroll Data Support

- Prepare and update personnel data required for payroll processing.
- Verify employee details affecting salaries, allowances, and deductions.
- Liaise with Finance to ensure employee information is accurate before payroll processing.

Confidentiality and Compliance

- Maintain strict confidentiality of employee information.
- Ensure compliance with university policies and applicable employment legislation regarding data privacy and records management.
- Handle sensitive information with professionalism and discretion.

General Administrative Duties

- Assist with filing, scanning, photocopying, and document management.
- Respond to internal requests for HR information in accordance with authorization procedures.
- Provide administrative support during recruitment, audits, and HR projects.
- Perform other duties assigned by the Human Resource Manager or Human Resource Data Officer.

Qualifications

- Diploma or Bachelor's degree in Human Resource Management, Business Administration, Information Management, Office Administration, Information Technology, or a related field.

- Training in computer applications or database management is an advantage.

Experience

- At least 3–5 years of experience in data entry, office administration, human resources, or records management.
- Experience using HR Information Systems (HRIS) or computerized databases is desirable.
- Previous experience in a university, government institution, or corporate environment is an advantage.

Knowledge and Skills

- Excellent keyboard and data entry skills with a high level of accuracy.
 - Proficiency in Microsoft Office applications, particularly Excel and Word.
 - Basic knowledge of Human Resource Information Systems (HRIS).
 - Good organizational and filing skills.
 - Strong attention to detail.
 - Ability to maintain confidentiality.
 - Good communication and interpersonal skills.
 - Ability to prioritize work and meet deadlines.
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