

# DATA CAPTURE OFFICER

## Job Description

easyHATCH Ltd | Operations Department

### 1. POSITION PARTICULARS

<b>Job Title:</b>	Data Capture Officer
<b>Reports To:</b>	Business Operations Manager
<b>Location:</b>	easyHATCH Ltd Hatchery and Farm, Musanze, Rwanda
<b>Employment Type:</b>	Full-time, Permanent (subject to probationary period per Contract of Employment)
<b>Working Hours:</b>	Normal working hours per the Working Hours Policy; presence required during core hours (08:00–12:00 and 13:00–17:00, Monday to Friday)

### 2. PURPOSE OF THE ROLE

The Data Capture Officer is responsible for the accurate, complete, and timely entry of easyHATCH Ltd's operational, production, and administrative data into the Company's record-keeping systems. The role is the first line of data quality for the business: hatchery production figures, flock and brooding records, feed and vaccine consumption, sales and delivery documentation, and customer and outgrower records all pass through the Data Capture Officer before they inform management decisions, regulatory reporting to the Rwanda Agriculture and Animal Resources Development Board (RAB), and financial reconciliation.

The successful candidate will combine fast, accurate keyboard skills with a disciplined approach to verification, filing, and confidentiality, and will work closely with hatchery, farm, sales, and finance staff to resolve discrepancies at source.

### 3. KEY RESPONSIBILITIES

#### 3.1 DATA ENTRY & RECORDS MANAGEMENT

- Capture daily hatchery production data — egg settings, candling results, hatch rates, chick grading, and mortality figures — into the Company's production records system.
- Enter flock records, feed consumption, vaccination schedules, and medication registers from paper source documents submitted by farm and hatchery supervisors.
- Maintain up-to-date customer, supplier, and outgrower contact databases.
- File and archive source documents systematically (physical and electronic) so that any record can be retrieved on request.

#### 3.2 DATA QUALITY & VERIFICATION

- Check source documents for completeness, legibility, and authorisation before capture; return incomplete documents to the originating department for correction.
- Perform double-checks and batch totals on captured data; investigate and escalate discrepancies between source documents and system records.
- Flag unusual figures (e.g. abnormal mortality, hatch rate deviations, stock variances) to the Business Operations Manager on the same working day.

### 3.3 REPORTING SUPPORT

- Generate routine daily, weekly and monthly data extracts and summaries for the Business Operations Manager and the management team.
- Assist in compiling data required for regulatory and veterinary reporting to RAB and other authorities.
- Support month-end processes by ensuring all data for the period is captured, verified, and closed off by agreed deadlines.

### 3.4 CONFIDENTIALITY, COMPLIANCE & GENERAL

- Handle all business, customer, and employee data in strict confidence and in accordance with the Company's Policies, including the Social Media Policy and data protection requirements.
- Comply with all Company Policies, biosecurity procedures when visiting hatchery or farm areas, and lawful instructions of management.
- Perform any other reasonable duties consistent with the role as assigned from time to time, in line with the Contract of Employment.

## 4. QUALIFICATIONS AND EXPERIENCE

### MINIMUM REQUIREMENTS

- Diploma (A1) or a certificate in Business Administration, Information Management, Statistics, Accounting, or a related field.
- At least three (3) years of experience in data entry, records administration, or a clerical role.
- Demonstrated proficiency in Microsoft Excel and Word (or equivalent); accurate typing speed of at least 40 words per minute.
- Fluency in Kinyarwanda and English, and working proficiency in French is an added advantage.

### PREFERRED / ADVANTAGEOUS

- Experience in an agribusiness, poultry, FMCG, or production environment.
- Familiarity with accounting or inventory software or farm management systems.

## 5. SKILLS AND COMPETENCIES

Competency	Expected Standard
<b>Accuracy &amp; attention to detail</b>	Consistently low error rate; verifies own work before submission; spots inconsistencies in source documents.
<b>Speed &amp; productivity</b>	Meets daily capture volumes and month-end deadlines without compromising quality.
<b>Integrity &amp; confidentiality</b>	Handles sensitive commercial, customer, and employee data discreetly; never alters records without authorisation.
<b>Organisation &amp; filing</b>	Maintains orderly physical and digital filing so records are retrievable within minutes.
<b>Communication</b>	Queries incomplete documents politely and clearly; reports discrepancies promptly and factually.
<b>Teamwork &amp; reliability</b>	Punctual and dependable; supports hatchery, farm, sales and finance colleagues during peak periods.

## 6. KEY PERFORMANCE INDICATORS

- Data capture accuracy rate (target:  $\geq 99\%$  of records error-free on audit).
- Timeliness: daily production data captured by close of the same working day; month-end data closed off by agreed deadline.
- Discrepancies flagged and escalated within one working day of detection.
- Document retrieval: requested records located within 15 minutes.
- Zero confirmed breaches of confidentiality or unauthorised record alterations.

## 7. WORKING CONDITIONS

The role is primarily office-based at the Company's premises in Musanze, with periodic visits to the hatchery and farm sites where biosecurity protocols (protective clothing, footbaths, and hygiene procedures) must be observed. Extended periods of screen and keyboard work are required. Occasional additional hours may be necessary during month-end and peak hatch cycles, in accordance with the Working Hours Policy and applicable law. This job description is indicative only and does not constitute an exhaustive statement of duties; duties may be varied in accordance with the Contract of Employment.

## 8. APPLICATION

Send application to [careers@easyhatch.rw](mailto:careers@easyhatch.rw)  
Only shortlisted candidates will be contacted.