

Job Description & Role Explanation

Position: Reporting and Data Entry Assistant

Reports to: W. Africa Reporting manager

Location: Lomé, Togo

Employment Type: Full Time

Office Hours: Monday-Friday 8:00am-4:30pm

Job Scope

The reporting & data entry Assistant is a full-time office position responsible for the Church Planting field data/statistics in West Africa, writing church planting biannual summary reports, communicating with the field leaders, and offering them any other support that they may need.

General Expectations

- Strong analytical and processing skills (the ability to see a problem and determine the best course of action to address and solve it without constant oversight and micromangement).
- Self-motivation and dedication are necessary.
- Humility and high moral character are non-negotiable in all aspect of our work.
- Ability to take part in leadership and training in regular leadership meetings.
- Conduct yourself properly with humility, gentleness, and wisdom around people/leaders that hold onto different theological positions within the Christian circle.
- Most of your time will be spent working to help implement TTI strategies in the field.
 - Must possess the ability and desire to lead others with well-balanced confidence and humility.
 - Different countries have different cultures and customs. Understanding this is important to implement systems that lead smooth operations.
- Regular communication and updates with the office team and our leaders and church planters in the field is required. Prompt and quality replies to emails/phone calls, WhatsApp messages and SMS is expected. Strive to reach the leaders in the field by whatever means necessary.
- Compliance with the requirements, policies and accountability established by TTI.
- It is also important to remember that the function of the office is to serve and support the work in the field. There should not be a controlling tone or harassment of those in the field.
- It is likely that our field staff will challenge patience and not always send reports in the right format, on time, and properly filled. Grace, mercy, and patience are needed to help them adjust to the expected level we require. However, we never stop encouraging them to raise their level of reporting.

Roles & Expectations

- **Reports:**
 - **TOT Reporting**

The TTI two-year program, there are 8 TOTs. In each TOT the trainer is supposed to bring the reports on the progress of the training to the church planter. Whereby the reporting

requirements are sent to them before the TOT and they are expected to submit them during the TOT. Therefore, this role will include:

- Reviewing and sorting Paul's reports and different types of stories. Share the stories with the person in charge of translation before sending them to the communication department.
- Following up on incomplete reports.
- Writing observations and summaries of Pauls' reports.
- Taking note of curriculum concerns by the Pauls.

- **Application form**
 - Ensure students (Timothys) application forms are submitted during the second TOT with the Admin coordinator.
 - Working together with the Admin Coordinator to ensure students (Timothys) application forms are submitted during the second TOT, tabulated, followed up and scanned.
 - Tabulation of both Timothy's application and (Timothy and Titus) graduation forms.
 - Working together with the Admin Coordinator to ensure graduation forms with CP photos collected, tabulated, and scanned.
 - Follow up on the missing information especially the graduation forms i.e., church plant and passport photos.
 - Ensure that all graduation forms and photos are scanned.
 - Save all the scanned documents and share to the google.

- **CP Report Forms**
 - Ensure the CP report forms are submitted during TOT 2 to TOT 6 with the Admins Coordinator.
 - Working together with the Admin Coordinator to ensure all the CP report forms are submitted during TOT 2 to TOT 6 with all the follow-ups and scanned.
 - Follow up on the missing information concerning CP Reports Forms of the Paul.
 - Ensure that all CP Report Forms are scanned.
 - Save all the scanned documents and share to the google.

- **iMetric & Data entry**
 - Assist tracking of the 1st, 2nd, 3rd and 4th gen church plants in the iMetrics.
 - Assist uploading all the Paul Application Forms with photos in the iMetrics in collaboration with the Admins Coordinator.
 - Assist uploading all the Timothy Application Forms with photos and the Timothy graduation Forms in the iMetrics in collaboration with the Admins Coordinator.
 - Assist uploading Paul and Timothy names and contact in the iMetrics.
 - Assist mapping the TCs in the iMetrics.
 - Assist doing Quarterly CP reporting in collaboration with the Admins Coordinator.
 - Assist in uploading of the UPG lists collected from the TOT 3 in the collaboration with the Admins Coordinator.

Communication

- Assist in coordinating with the Admins Coordinator to send meeting/events invitation to the field leaders.
- Have good and clear communication with the Admins Coordinator.

Acknowledgment

I _____, have read the above job description and have fully understood it. I will abide by the policies of TTI and do my best to do all that is expected from this position. I understand that this is a contractual position. I also understand that TTI leadership has the right to terminate this contract if I don't reach the job expectations based on the performance appraisal.

Signature: _____

Date: _____