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**Post of Data Entry Operator (01 Vacancy)**

**Project – Assessment of loneliness among the community dwelling elders, Colombo district, Sri Lanka**

**Period of recruitment – September to October 2023**

## Background

Health Promotion Bureau (HPB) invites applications from eligible candidates for the post of data entry operator for a research project on Prevalence of loneliness, its associated factors among community residing elderly and perception and support needed in the district of Colombo. This research project intends to assess the prevalence of loneliness, its associated factors and association with quality of life aged 60 years and above in the district of Colombo through a quantitative and qualitative approach. Findings would facilitate the development of evidence-based policies and programs to improve elderly care services.

Data collection will be taken place in 64 Grama Niladhari(GN) areas. Data entry will be started from 1st of November 2023.Applications are invited from qualified persons given below to function as data entry operator in data entry process using Statistical Package for Social Sciences (SPSS) version 23 software.

## Duties and Responsibilities

1. To collate and compile all the data received and collected at the GN divisions
2. To enter collected data into a data base (SPSS)
3. To assist in analyzing the data
4. To assist in documentation/preparing reports based on the collected data

## Desired qualification and experience for the post

Applicants should pass the GCE Ordinary level examination, and he/she should have obtained a certificate to prove computer literacy from a recognized institution. Previous experience in data entry process in research study is required.
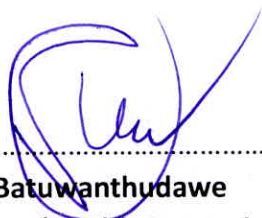
**Age** – No age limit

## Commencement of the data entry process:

November to December 2023 (2 Months), 5-6 days a week  from 8.30am to 4.15pm

## Monthly Remuneration: Rs 40,000/=

Send your updated CV with the copies of the certificates to prove computer literacy before 10<sup>th</sup> of October 2023 through the following email –hpb.trainingu@gmail.com. Only short-listed applicants will be called for the interview. The final decision about selection will be made by the HPB.

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**Dr. R. Batuwanthudawe**
**(Director (Health Promotion Bureau)**

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**Dr. T. U. Amarasinghe**
**Coordinating Consultant**

Dr. B. K. R. Batuwanthudawe
Director (H. E & P) Acting
Health Promotion Bureau
No.02, Kynsey Road,
Colombo 08.

# Terms of reference (TOR) for recruitment of the post of Data Entry Operator for the Assessment of Loneliness among the community dwelling Elders, Colombo district, Sri Lanka

## Background

Aging is a biological process common to every human being. Population aging has become one of the prominent demographic problems in the world. Many countries, including Sri Lanka, have a fast-growing population of the elderly, whose needs a society indeed must address. Health systems are mainly focused on interventions in medical services, neglecting the social determinants as a main root cause for all proximal determinants. Some aspects of social determinants, like loneliness, social isolation, are discussed only in a few instances or not given much priority. The elderly mostly needs medical care as illnesses arise but also emotional support and other necessities. Mental and social health problems are very common among the elderly, which may be due to physical, psychological and social changes in the environment.

The Health Promotion Bureau (HPB) has planned to assess the loneliness among Sri Lankan elderly aged more than 65 years. This is carried out to assess the prevalence of loneliness, its associated factors and association with quality of life aged 60 years and above in the district of Colombo through a quantitative and qualitative approach. Findings would facilitate the development of evidence-based policies and programs to improve elderly care services.

Therefore, it is required to recruit one data entry operator to accomplish the assessment successfully.

## Duties and Responsibilities

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2. To enter collected data into a data base (SPSS)
3. To assist in analyzing the data
4. To assist in documentation/preparing reports based on the collected data

## Desired qualification and experience for the post

Applicants should pass the GCE Ordinary level examination, and he/she should have obtained a certificate to prove computer literacy from a recognized institution. Previous experience on data entry process in research study is required.

**Age** – No age limit

**Commencement of the data entry process:**

November to December 2023 (2 Months), 5-6 days a week    from 8.30am to 4.15pm

**Monthly Remuneration:** Rs 40,000/=

Selected candidates will be given comprehensive training on data entry at the HPB Send your updated CV with the copies of the certificates to prove computer literacy before 10th of October 2023 through the following email –hpb.trainingu@gmail.com. Only short-listed applicants will be called for the interview. The final decision about selection will be made by the HPB.

Deputy Director General (Planning)
Ministry of Health, Colombo 10