



**Famine Early Warning Systems Network (FEWS NET)
Early Warning Team
Latin America and Caribbean Regional Data Entry Clerk**

Scope of Work

Introduction

The Famine Early Warning Systems Network (FEWS NET) is an integrated set of activities funded by the United States Agency for International Development (USAID) and is intended to provide timely, accurate, evidence-based, and transparent food security early warning information and analysis. Created in 1985 in response to famines in East and West Africa, FEWS NET provides global coverage through a mix of presence and remote monitoring. FEWS NET's work is implemented across several pillars by a team of partners that includes the National Aeronautics and Space Administration, the National Oceanic and Atmospheric Administration, the United States Department of Agriculture, the United States Geological Survey, the University of California-Santa Barbara's Climate Hazards Center, Kimetrica, and Chemonics International (Chemonics). Chemonics houses FEWS NET's Early Warning Team (EWT), a team charged with integrated emergency food insecurity analysis through a Washington-based technical office and more than 20 field offices.

Based on an in-depth understanding of local livelihoods, EWT members monitor information and data on factors that affect food security, such as weather conditions and climate, crops, pasture, markets and trade, and nutrition. The FEWS NET EWT produces regular reports, including Food Security Outlooks and Outlook Updates, emergency alerts, market and price updates, and global weather hazards analyses. FEWS NET makes reports available at www.fews.net and distributes them globally to governments, relief agencies, and other organizations engaged in humanitarian response and development programs.

The seventh phase of FEWS NET began in 2019. The work of FEWS NET EWT relies on close collaboration with international, regional, and national partners on food security data and information gathering and analysis. Major activities include joint monitoring and assessments, data exchanges, collaborative analysis and reporting, and technical capacity strengthening. FEWS NET supports local and regional food security networks to contribute to achieving the global objective of food security for all.

Position Description

The EWT's food security analyses, early warning, and food assistance decision-support rely on an in-depth understanding, monitoring, and analysis of data and information, including for agriculture prices, macroeconomic indicators, crop production, population, employment, remittances, labor, and cross-border trade, among others. The Latin America and Caribbean (LAC) region has good data availability – however, most of the data is not available in formats that enable uploading to FEWS NET's Data Warehouse. The Regional Data Entry Clerk for the LAC regional office will perform data entry tasks by compiling and verifying relevant data to understand food security conditions required for food security analysis. These data are then reviewed by the Regional Data Assistant (RDA) for quality control and transmission to the FEWS NET Data Warehouse.



Responsibilities

The main responsibilities of the LAC Regional Data Entry Clerk include, but are not limited to:

- Accurately and timely enter and update multiple data sets from unorganized sources containing relevant data and information for the EWT in the LAC region following established data entry guidelines and training provided by the RDA and Regional Food Security Specialist-Markets and Trade. Data sets will include relevant metadata for the data and information being entered.
- Verify entered data by reviewing, correcting, or reentering data and working closely with the RDA to ensure corrections and updates are communicated on time and accurately.
- Regularly submit the entered and verified data sets, in the approved format to the RDA, per the established data reporting schedules and deadlines for each data set. The format of data set submission may change over time.
- Contribute to other data collection activities, including research and record keeping, following provided guidance.
- Meet organizational deadlines and high-quality standards.
- Other tasks, including but not limited to this list, may be assigned by the supervisor.

Qualifications

- Basic written and spoken English is required.
- Diversified Secondary or Vocational Level (*Bachillerato, Perito Contador, Perito Agricola*)
- Good command of Microsoft Office tools (Outlook, Word, and Excel), including typing, scanning, and internet research are required.
- Strong organizational skills and the ability to prioritize efficiently are required.
- Demonstrated ability to work effectively with others at all levels.
- Excellent communication and interpersonal skills.
- Detail-oriented.

Location of service and Supervision

The Data Entry Clerk will be based in Guatemala City, Guatemala, at the FEWS NET EWT Regional Office and will report directly to the Regional Data Assistant.