

**Development Professional  
Mid-Career (8+ years of experience)**

**Personal Info: - Khalid Rehman**

CNIC# 16101-6198243-7  
DOB: November 11, 1978  
Gender: Male  
Marital Status: Married  
Address: House#161, Street 04, Sector F-5 Phase 6 Hayat Abad  
District: Peshawar, Khyber Pakhtunkhwa, Pakistan...  
Contact # 0305-5106261-0333-9490758  
Email: [krahman978@gmail.com](mailto:krahman978@gmail.com)



**Objective** To enhance my professional skills in a dynamic and fast placed workplace of my practical Experience in development sector.

**Qualities** Quickly Learning Mind, Good Communication & Interpersonal Skill, Honest with duty and organization, hard worker, hard areas working mind and Work in emergency response activities.

**At a Glance**

Experience:-	S.#	Organization	Designation	Tenure
	11.	Relief International (RI)	Database Assistant	6 <sup>th</sup> -December-2021 to 31-August-2023
	10.	Women Empowerment Organization (WEO)	Data Specialist	1 <sup>st</sup> -July-2021 to 30-Nov-2021
	9.	Women Empowerment Organization (WEO)	Database Officer	1 <sup>th</sup> -June-2020 to 30 <sup>th</sup> May- 2021
	8.	Women Empowerment Organization (WEO)	EMIS Officer	23 <sup>th</sup> –November-2018 to 31-July-2019
	7.	IM Studies, University Of Peshawar (IMS-UPO)	MIS Officer	15 <sup>th</sup> –October-2018 to 15 <sup>th</sup> –November-2018
	6.	Rural Empowerment & institutional Development (REPID)	EMIS Officer	5 <sup>th</sup> -January-2018 to 30 <sup>th</sup> - June-2018
	5.	Kurram Welfare Home (KWH)	Database Assistant	4 <sup>th</sup> -April-2017 to 30 <sup>th</sup> – December-2017
	4.	National Commission For Human Development (NCHD)	Data Entry Operator	20 <sup>th</sup> –June-2016 to 28 <sup>th</sup> – February-2017
	3.	Holistic Understanding for Justified Research and Action (HUIRA)	Data Entry Operator	2 <sup>nd</sup> –May-2015 to 30 <sup>th</sup> – December-2015
	2.	Basic Education & Employable Skills Training (BEST)	Data Entry Operator	1 <sup>st</sup> –March -2013 to 25-February-2015
	1.	Peoples Empowerment & Consulting Enterprise (PEACE)	Data Entry Operator	15 <sup>th</sup> –February-2008 to 28-February-2013

**Education:-**

S.#	Degree Name	Institution Name	Completion (From-To)	Obtained Marks GPA/Total Marks
4	Master Of Arts in International Relation (IR)	University Of Peshawar	27-August-2011 to 14-Febray-2013	618/1100
3	Bachelor of Arts (Humanities)	BISE Peshawar	1 <sup>st</sup> –October-2009 to 12-April-2011	251/550
2	Intermediates (Humanities)	BISE Peshawar	10 <sup>th</sup> –August-2007 to 14 <sup>th</sup> –January-2009	561/1100
1	Matriculation	BISE Peshawar	1 <sup>st</sup> –April-1993 to 30-March-1995	423/850

**Computer Skills & Technical Skills:-**

- One Year Diploma in Information Technology from PELICS Institute.
- In page Master. Oracle Database, Mail merge,
- MS Office Word, Access, Excel, PowerPoint (2010, 2007, 2003, 2000).
- Internet / Email / Browsing. Windows 98/2000/XP/Vista. Hardware & Software.
- Windows XP & expert, Adobe Photoshop Editing, Computer Hardware Troubleshooter.
- MS Access, Problem solving, Data Base Administration. **Structured Query Language. SQL**
- Systems / facility installation, Problem solving, Outlook, Computer Hardware Trouble shooting

**Language Skill :-**

Language Name:-	Read	Speak	Write	Understand
English:	Fluent	Fluent	Fluent	Fluent
Urdu:	Fluent	Fluent	Fluent	Fluent
Pashto:	Fluent	Fluent	Fluent	Fluent

**Core Competencies:-**

- Organizational and planning skills.
- Teamwork.
- Communication skills.
- Data collection and management.
- Attention to detail/ Problem-solving, Confidentiality, Reliability.

**Experience Duties Performed:-**

Organization Type: - **Relief International (RI)**

Employer Contact: - Non-Government Organization/Social Sector

Number:-Phone# 051-8432834

Designation: - Database Assistant

Location:-**District Swabi**

Type of Experience:-Full Time

Tenure: - 6<sup>st</sup> -December-2021 to 31-August-2023

Project Name: - **Promoting & Empowering Afghan Children through Enhanced Education (PEACE)**

**Job Descriptions Details:-**

- Maintain RI' Covid-19 response project database, ensure timely data entry and reports
- To collate, liaise with and input beneficiaries' data from field team.
- Sorting, screening and processing the data collected from selected communities, villages.
- Search and identify data from secondary sources.
- Enter data in the designed software/Database.
- Produce reports in Access, Excel and other programs
- Consolidate the daily field data from the field staff and enter into project MIS for weekly reporting
- Establish relative databases and analytical templates for other data entry, summary, and presentation
- Check the quality of the data to be entered and inform the immediate supervisor of any problems;
- Calculate the time needed for data entry and keep your immediate supervisor informed of its progress;
- Input the data from the various tools in the agreed upon format
- Timely submission of weekly, monthly, quarterly and other RI report to line manager on time.
- To participate in preparing different reports and analysis presentations required for the management
- Should build and maintain effective relationships, with their team, colleagues, members, external partners and supporters
- Ensure safe and secure data backup on monthly bases.
- CSI Check of all project beneficiaries and Third Party indirect Staff.
- Ensuring integrity of data is maintained
- Carrying out data cleansing and de-duping
- Assistance with training of internal users of the database and Providing help-desk support for internal users of the database
- Providing reports and queries as required.

**Experience Duties Performed:-**

Organization Type: - **Women Empowerment Organization (WEO)**

Employer Contact: - Non-Government Organization/Social Sector

Number:-Phone# 091-583940

Designation: - Data Specialist

Location:-**District Peshawar**

Type of Experience:-Full Time

Tenure: - 1<sup>st</sup> -July-2021 to 30-Nov-2021

Project Name: - **Pakistan Community Support Project (PCSP) SDU& P&D Funded By World Bank**

**Job Descriptions Details:-**

- Collect data from the project staff and ensure that data collected in all surveys is qualitative; ensure that all data is validated and cleaned and as much as is possible verify the authenticity of information collected.
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output
- Maintenance of strong relationships with field teams, to ensure quality of data collection.

- Review and maintain efficient and effective database backup procedures to enable the provision of successful and accurate backups so that any data can be restored quickly and efficiently, ensuring safe and confidential keeping of all hard and soft data produced.
- Provide support to MEAL Officer on the compilation of evaluation reports complete with statistical analysis.
- Report all information or difficulty related to PCSP activities.
- Attend regular in-house follow-up discussions/meetings with the project team.
- Report to the M&E Manager the activity evolution and the specific tasks given, problems met, quality of relation with the field teams.
- Monthly progress tracking sheet and MEAL calendar
- Ensures database is updated monthly using consolidated information
- Provision of the technical advice at the design stage of database to facilitate the monitoring on on-going fine-tuning and evaluation at the later stages.
- Any task assigned by supervisor.

#### **Experience Duties Performed:-**

Organization Type: - **Women Empowerment Organization (WEO)**

Employer Contact: - Non-Government Organization/Social Sector

Number:-Phone# 091-583940

Designation:-Database Officer

Location:-**District North Waziristan**

Type of Experience:-Full Time

Tenure: 1-June-2020 to **30-May-2021**

Project Name: - **Food Assistance for Assets (FAA) Funded By (UNWFP)**

#### **Job Descriptions Details:-**

The Database Officer is responsible for the Database Administration, Database Maintenance, and Data remains consistent and clearly defined, Data access and recovery control.

- Support the development of database for the WFP CFW project.
- Ensure data entry to the WFP online and offline databases.
- Ensure registration and documentation as per the guiding documents
- Coordinate, maintain and ensure security of the database.
- Develop and create changes in the existing database or new ones as per the requirement of the project and stakeholders.
- Ensure security and privacy of the data of the project.
- Retrieve and create reports from the database.
- Ensure data entry of the beneficiaries / participants, village profile and activity profile into the database.
- Maintain the participants attendance in the database for Cash for Work payments
- Create and print lists of participants eligible for the cash assistance
- Create and print the entitlement tokens for distribution to the beneficiaries.
- Create / develop reports from the database.
- Provide technical support to the project team regarding data and information technology.
- Supervise and technically support the Data Entry staff.
- Develop, manage and test back-up and recovery plans.
- Communicate regularly with the WFP technical staff regarding database management
- Install new applications and customize existing applications.
- Provide support to M&E Officer on the compilation of evaluation reports complete with statistical analysis.
- Attend regular in-house follow-up discussions/meetings with the project team.
- Any other task assigned by the Project Manager.

#### **Experience Duties Performed:-**

Organization Type: - **Women Empowerment Organization (WEO)**

Employer Contact: - Non-Government Organization/Social Sector

Number:-Phone#:091-583940

Designation:-EMIS Officer

Location:-**District Peshawar**

Type of Experience:-Full Time

Tenure: - 23 November 2018 to 31, July, 2019

Project Name: - **Community Oriented Primary Education (COPE-UNHCR)**

#### **Job Descriptions Details:-**

- Develop and implement MIS system to meet internal and donor reporting objectives
- Manage the storage, security and confidentiality of EMIS data
- Ensure the storage, archiving, back-up and recovery procedures are functioning correctly.
- Ensure completion and quality of data entry
- To develop and implement internal and partner reporting systems
- Respond queries on database use and provide monthly overview of the database.
- Develop and control user access permissions for each segment of dashboard according to program management specifications
- Generate reports analytical and graphic reports on progress as required.
- Analyze, research and recommend improvements to the current system and infrastructure
- Perform other duties as assigned by the Supervisor.

**Experience Duties Performed:-**

Organization Type: - **IM Studies University of Peshawar**

Employer Contact: - Government Organization

Number:-Phone# 091-9216668

Designation:-**MIS Officer**

Location:-**University Of Peshawar IM Studies Department**

Type of Experience:-Full Time

Tenure: - 15<sup>th</sup>–October-2018 to 15<sup>th</sup>–November-2018

Project Name: - **FATA Transition and Recovery Programme (FTRP) (UNDP)**

**Job Descriptions Details:-**

- Enters updates and verifies data of health beneficiary through the beneficiary forms.
- Reviews and verifies data entered into database to ensure accuracy.
- Tracks documents received and completion dates.
- To ensure accurate and timely entry of data into the database;
- To ensure proper filing of data.
- Provides assistance to technical staff to resolve any data related problems.
- Look for incongruence and discrepancies in the data and share it with the project team.
- Creates back up files for all data.
- Verify data by comparing it to source documents.
- Prepare, compile and sort documents for data entry
- Check source documents for accuracy
- Verify data and correct data where necessary IDPS
- Obtain further information for incomplete documents
- Update data and delete unnecessary files
- Combine and rearrange data from source documents where required
- Enter data from source documents into prescribed computer database, files and forms IDPS
- Transcribe information into required electronic format
- Scan documents into document management systems or databases
- Check completed work for accuracy
- Store completed documents in designated locations
- Maintain logbooks or records of activities and tasks
- Respond to requests for information and access relevant files. Print information when required
- Comply with data integrity and security policies

**Experience Duties Performed:-**

Organization Type: - **Rural Empowerment and Institutional Development REPID**

Employer Contact: - Non-Government Organization/Social Sector

Number:-Phone# 091-5830359

Designation:-**EMIS Officer**

Location:-Peshawar Office

Type of Experience:-Full Time

Tenure: - 5<sup>th</sup>-January-2018 to 30<sup>th</sup> -June-2018

Project Name: - **Community oriented primary education (COPE) Funded by UNHCR**

**Job Descriptions Details:-**

- To register and enter all students new to the district
- To formally withdraw all students leaving the district
- Enter all students into the student information system
- Maintain and coordinate all student information with the building secretaries
- Coordinate and assist building secretaries with student accounts
- Set up staff accounts • Maintain and oversee security access for staff accounts
- Enter appropriate data for open enrollment students
- Work closely with the EMIS Coordinator in data entry and other delegated duties
- Ensure transfer of key knowledge in the maintenance, adjustment, expansion and troubleshooting of EMIS database.
- Conduct a training workshop.
- Assistance in resolving any problems with data entry or management and reporting from existing tables. (Post development).
- Manage and correct the database regularly.
- Create simple automated mechanisms to export key data or customized reports to excel and other formats for additional analysis.
- Design a series of common basic queries that staff can easily run.
- Test the functionality of the new database.
- Data migration from Excel to EMIS.
- Define multiple and customizable access levels for users.
- Finalize and complete the system.
- Develop core EMIS modules (Training Dept., Program Dept.)
- Design and generate custom reports from the database, with options to select what fields and what time period the report covers (monthly, quarterly and annual) and what scope (assets/school data/all schools/provinces/grades etc.).
- Create simple automated mechanisms to export key data or customized reports to excel and other formats for additional analysis.
- Develop and implement MIS system to meet internal and donor reporting objectives
- Oversee the storage, security and confidentiality of EMIS data
- Ensure the storage, archiving, back-up and recovery procedures are functioning correctly.

- Ensure completion and quality of data entry
- To develop and implement internal and partner reporting systems
- Respond queries on database use and provide monthly overview of the database.
- Conduct Training need assessments and develop need based trainings for data enumerators.
- Generate reports analytical and graphic reports on progress as required.
- Perform other duties as assigned by the Supervisor

**Experience Duties Performed:-**

**Organization Type:** - Kurram Welfare Home (KWH)

Employer Contact: - Non-Government Organization/Social Sector

Number:-Phone# 091-5812132

Designation: -Database Assistant

Location:-Peshawar Office

Type of Experience:-Full Time

Tenure: - 4 April 2017 to 30, Dec 2017

Project Name: - **Protracted Relief & Recovery Operations (PRROs) Third Party Monitoring (TPM-UNWFP)**

**Job Descriptions Details:-**

- To Punch data in UN-WFP designed software according to WFP instructions.
- Upload data with correct information given in checklists.
- Responsible for any sort of mistakes if accrued when uploading.
- Review of all checklist for any kind of gaps and share with supervisor.
- Attend coordination meeting and other meetings with stake holders if need. Share all the problems in data base timely
- Create, maintain and administer Database and applications.
- Assisting in database design. Updating and amending existing databases. Database Inventory transfer.
- Setting up and testing new database and data handling systems.
- Monitoring database efficiency Sustaining the security and integrity of data.
- Creating complex query definitions that allow data to be extracted.
- Training colleagues in how to input and extract data.
- Database Officer will also be responsible for Data Entry Take periodical backups and maintain archives.
- Provide reports as per requirement. Maintains change log. Work closely with Program and IT team to builddatabases, applications and to create questionnaire forms to acquire primary data.
- Perform Database, Windows and Network trouble shooting
- Must be able to support Administration and Logistics Department when required.
- Any other task assigned by supervisor.

**Experience Duties Performed:-**

**Organization Type:** - National Commission for Human Development (NCHD)

Employer Contact: - **Government Organization/Social Sector**

Number:-Phone# 091-5200962

Designation Data Entry Operator

Location Field Office Charsadda KPK

Type of Experience Full Time

Tenure 20 June, 2016 28 Feb 2017

Project Name:-**Every Child in School Initiative (ECISI) Project, KPK (UNICEF)**

**Job Descriptions Details:-**

- Entry of GPS schools data to EMIS system under the supervision of data analyst
- Verification of the entered data in EMIS
- Entry of Exam data into EMIS system
- Sharing trends, analysis and data reports in consultation with data analyst
- Visit Schools for data collection and verification
- Updating and sharing of data to Government run EMIS system.
- The Data Analyst is responsible for proper Data Entry into the Databases, Interfaces and analysis.
- Register and document the beneficiaries for database.
- Feed data into and offline databases in a timely manner.
- Maintain and ensure security of the database.
- Bring changes in the data entry tools as per the changes in the database.
- Enter village profile, activity profile, beneficiary assessment forms and muster rolls into the database system.
- Make inclusion and exclusion as per the Sops in the database.
- Ensure security and privacy of the data of the project.
- Make the participants attendance in the database for Cash for Work payments
- Create and print lists of participants eligible for the cash assistance
- Create and print the entitlement tokens for distribution to the beneficiaries.
- Create / develop reports from the database.
- Provide technical support to the project team regarding data and information technology.
- Install new applications and customize existing applications.
- Attend regular in-house follow-up discussions/meetings with the project team.
- Any other task assigned by the Project Manager.

**Experience Duties Performed:-**

Organization Type: **Holistic Understanding for Justified Research & Actions (HUJRA)**

Employer Contact: Non-Government Organization/Social Sector

Number #:-Phone# +0092- 946 726799

Fax# :-+92-946- 729016

Email@:-hujra.swat@yahoo.com

Designation: **Data Entry Operator**

Location: - **Bajaur Agency**

Filed Office: - **Bajaur Agency**

Type of Experience: -Full Time Tenure: -2ndMay, 2015 to 30-Dec 2015

Project Name: - **Food for Work (FFW) Livelihood (PRRO) (UNWFP)**

**Job Descriptions Details:-**

- Verify beneficiaries documents and ensure issuance of ration to the right person
- Assist in updating beneficiary's record in online database and upon updating maintain their Offline records in BEST'S Proforma.
- Verify beneficiary's documents (Registration form, NIC, Ration Card) and tally it with His/her CNIC and online record.
- S/he also takes beneficiaries signature or thumb impression on Proforma.
- Make sure that all the details required in Proforma are recorded correctly
- In case a blood relative is taking food on behalf of Beneficiaries, the DEO is responsible to keep his/her Record (copy of beneficiaries and blood relatives CNIC and registration form etc.) and maintain his/her record in register
- Get prior approval from team leader before issuing food to blood relative on behalf of beneficiaries
- Ensure the record keeping of all the target beneficiaries for the day
- Prepare daily report on the basis of beneficiaries facilitated during the day.
- Report any mishap to the Agency Distribution Supervisor
- Verify IDPS documents and ensure issuance of ration to the right person
- Assist in updating IDPS record in online database and upon updating maintain their Offline records in BEST'S Proforma.
- Verify IDPS documents (Registration form, NIC, Ration Card) and tally It with his/her CNIC and online record.
- S/he also takes IDPS signature or thumb impression on Proforma.
- Make sure that all the details required in Performa are recorded correctly
- In case a blood relative is taking food on behalf of IDP, the DEO is responsible to keep his/her record (copy of IDPS and blood relatives CNIC and registration form etc.) and maintain his/her record in register
- Get prior approval from team leader before issuing food to blood relative on behalf of IDP
- Ensure the record keeping of all the target IDPS for the day
- Prepare daily report on the basis of IDPS facilitated during the day.
- Report any mishap to the Team Leader
- Perform any other duty assigned by the team leader.
- Ensure the record keeping of all the target IDPS for the day
- Prepare daily report on the basis of IDPS facilitated during the day.
- To ensure regular gathering of data collected by Monitors/program staff.
- To develop ACCESS database for data entry.
- To ensure accurate and timely entry of data into the database and support data entry where necessary.
- To ensure proper filing of data;
- To work closely with the other Database and staff to regularly enter, cross check data and update household
- To analyze data as per demand of team / Programmer team.
- To monitor accuracy of data collected
- To work according to the priorities set by the field team;
- To report to the frequent and regular intervals on the progress of data entry and any outstanding inaccuracies.
- To provide a weekly progress report to the team on activities carried out by the database team
- To ensure proper filing of data and it's backup on daily basis at the end of day.
- To ensure, read first the questionnaire and correct the mistakes before any entry in the database.
- Any other activity assign by the Database Officer when required.

**Experience Duties Performed:-**

Organization Type: **Basic Education and Employable Skills training (BEST)**

Employer Contact: Non-Government Organization/Social Sector

Number #: -Phone# 0092-91-5852210, 0963519266

Fax#: -0092-91-5700762

Email@:-**bestpak@brain.net.pk**

**Designation: -Data Entry Operator**

Location: -Field Office-**South Waziristan - (SWA) Kurram Agency**

Type of Experience: - Full Time

Tenure: - 1<sup>st</sup> –March -2013 to 25-February-2015

Project Name: -**Food for Work (FFW) Livelihood (PRRO) (United Nation World Food Program)**

**Job Descriptions Details:-**

- Entry of data in the database;
- Compile, verify accuracy and sort information according to priorities to prepare source data.
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output;
- Generate reports, store completed work in designated locations and perform backup operations;
- Keep information confidential; Prepare, compile and sort documents for data entry
- Check source documents for accuracy
- Verify data and correct data where necessary.
- Obtain further information for incomplete documents.
- Update data and delete unnecessary files.
- Combine and rearrange data from source documents where required.
- Enter data from source documents into prescribed computer database, files and forms
- Transcribe information into required electronic format.
- Scan documents into document management systems or databases
- Check completed work for accuracy
- Store completed documents in designated locations
- Respond to requests for information and access relevant files
- Print information when required
- Comply with data integrity and security policies
- To assist programmed in maintaining the data base of project record.
- To assist programmed in maintaining /updating the beneficiary's listing.
- Statistical report and Database development process;
- Maintains data confidentiality regarding the information being deal with.
- Take backup of recorded data on daily basis;
- To assist programmed in developing formats of project activities & reporting formats.
- Archiving of all the project data in soft form.
- Preparing the work plans on weekly, quarterly & monthly basis
- Ability to assist in FFW Food For Work surveys & documentation
- Archiving the soft & hard record of activities related to project
- Updating 4W Matrix on need basis
- Punching of data in Data Base .excel sheets, gathered from field, on daily basis
- Prepares source data for entry by compiling and organizing data; establishing priorities.
- Enters data by operating data entry equipment; coding information; resolving problems.
- Verifies and balances data by reviewing data; pulling and returning data to user for correction.
- Completes data management by sorting, batching, and archiving files.
- To work according to the priorities set by Database Supervisor/ Officer ;
- Troubleshooting system and network problems and diagnosing and
- Solving hardware/software faults;
- Providing support, including procedural documentation and relevant reports;
- Following diagrams and written instructions to repair fault or set up system;
- Assist in updating beneficiary's record in online database and upon updating maintain their offline
- Verify beneficiary's documents (Registration form, NIC, Ration Card) and tally it with his/her CNIC
- S/he also takes beneficiaries signature or thumb impression on reformat.
- Make sure that all the details required in Performa are recorded correctly
- Get prior approval from team leader before issuing food to blood relative on behalf of beneficiaries
- Ensure the record keeping of all the target beneficiaries for the day
- Prepare daily report on the basis of beneficiaries facilitated during the day.
- Report any mishap to the Agency Distribution Supervisor
- Perform any other duty assigned by the Agency Distribution Supervisor;
- Insert beneficiaries' data by inputting text based and numerical information from.
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output
- Apply data program techniques and procedures
- Generate reports, store completed work in designated locations and perform backup operations
- Keep information confidential
- Ensure the confidentiality of all files and data.
- .Develop and manage filing system for various WFP reports.
- Cross check data with hard tools and correct errors.
- Report any logical error or missing data to relevant staff.
- Backup WFP data on daily basis as per standard procedures.
- Collect field forms (intake forms, activity reports, field incident report, and other forms) submitted
- Any other task as assigned by the supervisor
- Work in close collaboration with Deputy Coordinator on a regular basis and main liaison with field teams
- With field teams. Effectively manage and ensure data collection validity, authenticity and completeness of coverage.

- Ensure that international and standard ethics applicable to data collection/research are adhered by the Enumerators.
- Ensure compliance to the guidelines and instructions provided in the Data Validation Guidelines and through
- Regularly compare and deliberate the results of the validation processes with colleagues and discuss ways to improve the
- Ensure that any guidelines provided by the technical experts/project manager for enhanced data
- Monitor the Interviewing process from time to time to assess the method of data collection, without
- Interfering or disturbing the interviewing process. Regularly document challenges, security
- Issues faced in field and report to Deputy Coordinator & survey team. Also document Lessons learnt.
- Any other task as assigned by the supervisor

#### **Experience Duties Performed:-**

Organization Type: **Peoples Empowerment Consulting Enterprise (PEACE)**

Employer Contact: Non-Government Organization/Social Sector

Number #: -Phone# 0092-91-5845050

Fax#: -0092-915813745

Email@: -peace.pakistan@yahoo.com

Designation: -**Data Entry Operator**

Location: - DI Khan

Type of Experience: - Full Time

Tenure: 15<sup>th</sup> -February-2008 to 28-February-2013

**Project Name: - General Food Distribution Online database IDPS (United Nation World Food**

#### **Program) Job Descriptions Details:-**

- To ensure regular gathering of data collected by AME Monitors and Program.
- To develop distribution sheets for program teams;
- To ensure regular gathering of data collected by AME Monitors and of distribution sheets;
- To ensure accurate and timely entry of data into the database.
- To ensure proper filing of data.
- To work according to the priorities set by the Database Coordinator.
- Accountability to communities and Beneficiaries
- Reporting errors in the database to Documentation Officer on daily basis for timely
- Prepare and share daily, weekly and monthly progress report
- Ensure accuracy, transparency and reliability of collected and reported data.
- Keep the inventory of the Reporting Officer.
- Email and web administration, outlook configuration and troubleshooting
- Assist with office and project administration
- Manage peripherals, like printers, scanners, etc.
- To maintain highest standards of honesty and integrity in all disciplines.
- Re-verification of entered data as per the plan of activities
- To ensure proper filing of data and its backup on daily basis at the end of day.
- Facilities the GFDs/FFW and different surveys
- Prepare a profile of the village by collecting data on village statistics particularly on status of the village Population and division into better off, well off, poor, poorest and Destitute.

#### **Development of Information Collection Mechanisms**

- To ensure regular gathering of data collected by AME Monitors/program staff;
- To develop ACCESS database for data entry;
- To ensure accurate and timely entry of data into the database and support data entry where necessary;
- To ensure proper filing of data;

#### **B. Data Analysis**

- To analyze data as per demand of AMEU team / Programmer team;
- To produce synthetic reports, properly filed and transferred into the Resource Center.

#### **C. Reporting**

- To work according to the priorities set by the AMEU team.
- To provide a weekly progress report to the AMEU team on activities carried out by the database team.
- Entering all questionnaires for a cluster onto a data file
- Production of field check tables
- Checking the structure of the data file
- Entering the data a second time and then verifying the data file
- Backing up the checked and verified data file
- Performing secondary editing on the data file
- Backing up the edited, or final, data file
- Bringing together all IDPS ONLINE data files into one data file
- Exporting the data to the access database
- Recoding some variables to be used in analysis
- Calculating sample weights and adding to data files
- Computing wealth index and adding to data files
- Creating the tables required to analyses the data
- Archiving and distributing the data files



- To work according to the priorities set by Database Officer/Supervisor.
- To report to the Database Officer/Supervisor at frequent and regular intervals on the progress of Data entry and any outstanding inaccuracies and / or discrepancies.
- To develop distribution sheets for program teams;
- To ensure regular gathering of data collected by AME Monitors and Program Functions
- The staff member is responsible for ensuring that all relations with the communities.
- Accountability to Communities and Beneficiaries.
- To develop distribution sheets for program teams.
- To ensure regular gathering of data collected by AME Monitors and of distribution sheets.
- To report to the Database Coordinator at frequent and regular intervals on the progress of data
- To ensure accurate and timely entry of data into the database.
- To ensure proper filing of data.
- To work according to the priorities set by the Database Coordinator.
- Entering and maintaining beneficiary profile in WOW (WFP Operation Works).
- Reporting errors in the database to Documentation Officer on daily basis for timely Data Rectification.
- Preparation and Maintenance of records in physical files.
- Prepare and share daily, weekly and monthly progress report.
- Maintenance of data base of field based activities in line with reporting formats.
- Preparation of documentation and maintenance of records.
- Ensure accuracy, transparency and reliability of collected and reported data.
- Develop and produce quantitative data reporting, as per management requirement.
- Keep the inventory of the Repotting Officer.
- Email and web administration, outlook configuration and troubleshooting.
- Assist with office and project administration.
- Manage peripherals, like printers, scanners, etc.
- To maintain highest standards of honesty and integrity in all disciplines
- Other duties as assigned by the line Project Manager/Supervisor/Hub Coordinator.

#### Reference Details:-

Name	Title	Company	Address/Phone# Email@	Acquaintance	Type
Zawar Hussain	Project Coordinator	Relief International	District: Peshawar Cell#-0345 5566168 <a href="mailto:Zawar.hussain@ri.org">Email@:Zawar.hussain@ri.org</a>	2 Years	Professional
Asif Shahzad	Program Officer	Peoples Empowerment & Consulting Enterprise <b>(PEACE)</b>	District: Mardan Cell#-0334-8439030 <a href="mailto:asifgh@hotmail.com">Email@-asifgh@hotmail.com</a>	3 Years	Professional
Hamid Ali	Project Manager	<b>Basic Education &amp; Employable Skill Training (BEST)</b> District Peshawar, Khyber,Kurram. Cell#:03459360746 <a href="mailto:hamidali307@gmail.com">Email@:hamidali307@gmail.com</a>		2	Professional