**Duty station: Islamabad, NEOC**

**Purpose of post**:

To assist the NEOC Control Room and Data Management team. Including providing support to the National Emergency Operation Center's (EOC), in the management of SIAs data.

**Organizational context:** Under the technical supervision of the Operations Officer and Control Room Lead, the Data Assistant will undertake the following duties:

* Review data files and conduct basic data cleaning to ensure all observations are uniquely Identified and to maintain consistency in the data being reported.
* Assist in the management of SIAs data.
* Analyze the data of all components & all phases of the SIAs and give necessary feedback to the provinces / districts on indicators which are below the benchmark.
* Monitor the data compliance in IDIMS/dashboard regularly and followup with district(s) not reporting the data timely.
* Coordinate closely with the Provincial EOC control room / data officials for the campaign related updates, issues, feedback, shortcomings in data, etc.
* Compile and maintain different data sheets related to SIAs and other relevant data.
* Support data managers and programmers in troubleshooting of any issues in SIAs data in IDIMS and EOC Dashboard
* Assist in the preparation of daily presentations during all phases of SIAs based on data analysis and updates from provinces.
* Assist in training/capacity building of newly appointed staff.
* Analysis of key performance indicators of SIAs that are reported during pre, intra and post campaign phase
* In-depth analysis of post campaign assessment and triangulation of data sources of SIAs.
* Analysis of zero dose children reported and its coverages.
* Perform data entry whenever required.
* Any other duties assigned by the supervisors.

## Functional skills and experience:

At least 5-6 years' experience in data management for a large-scale enterprise.

Functional understanding of Relational Databases.

Proven data management and analysis skills

Working knowledge of Microsoft software applications, including Access and Excel.

Working knowledge of statistical software, such as Epi Info, SPSS, or others.

## Competencies

Demonstrates technical knowledge and expertise in area of work.

Maintains integrity and takes a clear ethical approach and stance at all times.

Shares relevant information openly and ensures that the shared information is understood properly.

Demonstrates accountability for work.

Promotes the Organization's position in health leadership.

## Education: Bachelor's degree in computer science and/or MS in Public Health.

## Languages: Ability to communicate clearly in the English language, orally and in writing.