

## Terms of Reference APW Data Entry Operator (DEO)

### 1. Purpose

- The Drug Regulatory Authority of Pakistan (DRAP) is working to ensure providing effective coordination and enforcement of Drugs laws to bring harmony in the provision and availability of therapeutic goods including Pharmaceutical and biological drugs for human or veterinary use, Medical Devices and Medical Cosmetics, Health, Nutritional products and Food supplements for human beings, animals and others.
- With the effective use of Information Technology, we have implemented some online services including online challan and fee submission, commercial import and export application system medicine import and export for personal use, licensing and drug registration system, Product, Batch, and Barcode System, clinical licensing system, geo-mapping of pharmaceutical units, the database for drug pricing and online verifications.

### 2. Background

- The incumbent will assist in data management and support our initiatives for revamping/ upgrading of system.
- There is a need to provide programmatic support and assistance to compile, consolidate, and report.
- There is hence a need for dedicated support to assist in data entry-related training, assessments, implementation, and supportive supervision for timely collection and entry into the database. The DEO will also help in conducting data validation to ensure the collection and reporting of accurate data, processing, and smooth execution of activities. The analyst will work with our new installations for the digitalization of DRAP in all contexts.

### 3. Work to be performed.

#### Data management support

- To assist and support our system, relevant data collection, data input & clearance of backlog by entering data received in different sections of DRAP.

### 4. Specific requirements

#### -Qualification required:

**Essential:** Graduation (16 years of Education)

**Desirable:** University Degree in Computer Sciences (Information Technology) or related field

#### -Experience required:

**Essential:** At least 02-years relevant experience

**Desirable:** Dynamic sector experience (Public/ Private)

#### -Skills/ Technical Skills and Knowledge:

Very good knowledge of Microsoft Office applications.

Ability to draft letters, edit, and professionally format letters, technical documents, and reports.

#### -Language requirements:

Good knowledge of English and local Languages.

### 5. Place of assignment

DRAP HQ, Islamabad