**Terms of Reference – Provincial Data Officer (PDO)**

**Purpose of Assignment**

To serve as data focal point for gathering and compilation of data from Program staff. Timely sharing of data and analysis with provincial PTL/Provincial M&E/EOC.

**First Level Supervisor:**Provincial M&E Officer.

**Second Level Supervisor**: FP/PTL

**Position based in**: EOC Baluchistan with travel to the field when required.

**Major Tasks**

* Collection of monthly Activity plans and sharing with Provincial M&E Officer for review and further submission to FP/PTL.
* Follow-up with districts/UCs staff for submission of data for reports.
* Regular monitoring of EOC dashboard, IDMIS etc. for generation of reports and follow-up of pending data with UC and districts.
* Maintain and regular update of Campaign data at EOC level and ensure data shared and uploaded by district and UC level staff.
* Collection and analysis of districts/UCs ***(Pre, intra and Post Campaign)***data set on daily basis.
* Generate district/UCs analysis reports including maps on key indicators of (pre, intra and post campaign).
* Prepare provincial and district presentations reflecting NEAP indicators on operation and surveillance plus communication when required.
* Collection of PEI activities data from district/UCs for onward submission at provincial level.
* Weekly and monthly communication data analysis and sharing with provincial colleagues.
* Maintain data of Missed children’s reasons, disaggregation of the respective districts/UCs.
* Close follow-up with districts for collection and streamlining of routine/essential immunization (RI/EI) and integrated services delivery (ISD) reports and sharing according to the agreed timelines.
* Maintain close liaison with EOC data Manager for two-way data flow.
* Guide and provide on job training to DSO and CBV staff on reporting tools.
* Ensure timely submission of periodic reports including HH cluster survey/detail epidemiological investigation form for urgent acute flaccid paralysis (AFP) and polio cases.
* Maintain the data of significant variables of polio cases of the respective districts.
* Follow-up the reporting timelines with sharing status sheets of pendency, correctness and completeness of every data set at defined cut-off dates.
* Collation, compilation, analysis and sharing of monitoring visits reports and feedback to CBV staff and other partners when required.
* Identify issues in data reporting and follow-up through M&E with DSOs for corrective measures.
* Collate daily/weekly staff attendance SMS and generate monthly attendance report.
* Perform any other task assigned by supervisor.

**Capabilities Required**

**Core competencies**

* Ability to work effectively in teams – building a collaborative environment
* Displays integrity
* Good interpersonal communication and analytical skills
* Quick decision-making and ability to resolve problems effectively
* Ability to build and sustain strong relationships
* Active listening ability and accurate questioning skills
* Drive for results

**Technical competencies**

* Expertise in managing large scale data of communications and social mobilization campaigns.
* Expertise in MS Office and other statistical and GIS software’s SPSS, QGIS & Arc view.
* Ability to work effectively with provincial/district staff at town/tehsil level and below staff for data collection.
* Ability to come up with innovative ways of data analysis and presentation for in-depth critical investigation of communication issues on the ground.

**Education and Experience**

* Graduate/post-graduate statistics, computer science, social sciences, communications social/behavioral sciences, or public health.
* Total 4 years’ experience in data management social development/public health programs preferably in Polio/EPI Program.

**Language Requirements**

Medium proficiency in English language (both written and spoken) and high proficiency for local languages (Urdu, Pashto, Punjabi & Saraiki etc.).

**Age, Gender & Locality Preference**

* Preferably, 30 years of age older age. Older candidates fulfilling rest of the criteria will be given preference.
* Equal opportunity to both male & female.