**Terms of Reference**

**Data Assistant (DA)**

Under the direct supervision of the Provincial Data Officer and the overall technical guidance of the Area Coordinator, Data Assistant will serve as data focal point for the collection, collation, and compilation of data at the tehsil level and timely sharing of this data and analysis with DEOC.

1. Ensure effective data usage / enable data-driven decisions at DEOC level (primarily responsible/accountable role)
2. Prepare program-relevant analytical reports and presentations by conducting detailed data analysis for the all the phases of campaign including pre-intra-post campaign
3. Prepare UC wise readiness analytical report for DPEC readiness meeting
4. Conduct detailed data analysis of Routine Immunization of super High-Risk UCs and produce actionable report on Routine immunization
5. Develop coordination with Data Support Centre for the data collection, compilation, verification, and validation processes at the DEOC during all campaign phases
6. Support UC-level staff to compile data accurately and timely regarding campaign and EPI
7. Support DEOC team for revising and updating List SCORE of UCs
8. Develop quantitative analysis of programmatic data (Surveillance, SIA, RI) and information on HRMP, factors affecting SIA performance to develop town/tehsil and sub town/tehsil level risk analysis to inform operations planning and town/tehsil level decisions
9. Produce report on the data quality (DQA) highlighting identified gaps through analysis and validation process (e.g., missing, or incorrect data/discrepancies)
10. Provide support in maintaining zero Dose data for PEI/EPI Synergy
11. Ensure EPI coverages of EOA (especially) and static sites for all districts
12. Any other task assigned by DEOC or program team.

**functional skills and experience:**

* Expertise in public health and epidemiology (polio experience is a plus)
* Data analysis and visualization skills
* Strong critical thinking skills
* Highly proficient in Microsoft Office Suite (Word, Excel, PowerPoint)

**Core competencies**

* Ability to synthesize and clearly communicate information to others (e.g. presentations and trainings)
* Ability to work under tight deadlines while maintaining high quality output
* Ability to build effective data project teams, to motivate others, and to make timely / quality decisions
* Positive/ professional attitude
* Participate in and promote a positive, supportive, cooperative team environment

**Education:**

* Bachelor’s degree in Computer Sciences/ Information Technology
* Data management/Analysis experience of minimum 2 years, preferably in the Polio Eradication Initiative or any other Public Health field.

**Language:**

Proficiency in the English language (both written and spoken), high proficiency in Urdu and at least one additional local language.