## TERMS OF REFERENCE- Data Assistant

**Purpose of the post**: To assist the Data Management Unit in the management of data obtained from: Supplementary Immunization Activities (SIAs); Acute Flaccid Paralysis (AFP) Surveillance. In addition, develop and maintain the Programme’s information and administrative management systems.

**Organizational context**: Under the technical supervision of the Federal/Provincial M&E Officer, operational supervision of National/ Provincial Polio Team Lead the Data Assistant will undertake the following duties:

1. Conduct merging across data files to ensure clean merges and produce summaries of key outcomes.
2. Review data files and conduct basic data cleaning to ensure all observations are uniquely identified and to maintain consistency in the data being reported.
3. Assist in the management of data and performance of analyses, as required.
4. Assist in the process of transforming and synchronizing data.
5. Assist in the preparation of presentations, based on data analysis.
6. Assist in the preparation of historical data to convert onto the latest database formats.
7. Assist staff in the installation, configuration and troubleshooting of databases on their computers.
8. Assist in the development of database modules.
9. Perform data entry whenever required.
10. Any other duties assigned by the supervisor(s).

**Functional skills and experience**:

1. At least 4-5 years’ experience in data management for a large-scale enterprise.
2. Functional understanding of Relational Databases.
3. Proven data management and analysis skills
4. Working knowledge of Microsoft software applications, including Access and Excel.
5. Working knowledge of statistical software, such as Epi Info, SPSS, or others.

**Competencies**

1. Demonstrates technical knowledge and expertise in area of work.
2. Maintains integrity and takes a clear ethical approach and stance at all times.
3. Shares relevant information openly and ensures that the shared information is understood properly.
4. Demonstrates accountability for work.
5. Promotes the Organization’s position in health leadership.

**Education**:

1. Bachelor’s degree in Statistics, Mathematics, Data Science.
2. Certification in Data visualization and Analysis would be preferred.

**Languages:**

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