**TERMS OF REFERENCE**

**Program Data Assistant**

**Purpose of the Post:** To provide technical assistance to the Polio Eradication Initiative (PEI) in Pakistan by supporting data management and data analysis activities in the Programme. The Pakistan PEI is a world leader in data management and database development. It is recognized for its wealth of information and ability to integrate the vast amounts of information required to guide the country programme’s strategy. In order to maintain this complex system and respond to the dynamic requirements of the programme, additional support to the data management team is required.

**Organizational Context:** Under the technical supervision of Technical Officer (M&E, Surveillance, Campaign and Operations) and overall supervision of the Team Leader for polio eradication; Programme Data Assistant will undertake the following duties:

* Maintain and update a proper computerized information system of campaign data.
* Assist in getting campaign coverage data from all districts and its timely compilation and sharing with the provincial and federal offices.
* Update and analyze campaign data at district as well as union council levels. Identify problems/inaccuracy in data files and inform the supervisor enable timely corrections
* Provide full administrative support to the Programme, Drafts, reviews, correspondence and take notes at meetings.
* Update data in the system as and when necessary.
* Assist in developing monitoring plans so that the results and outputs are appropriately reported and compared with targets.
* Assist in data analysis of post campaign evaluations and preparing campaign review presentations.
* Provide full administrative support to the Programme including document drafting, following up action points and tasks, and routine correspondence. Follow up on actions based on monitoring findings.
* Any other task assigned by supervisor.

**Education & Qualification:**

* Bachelor’s Degree in Computer Science, Mathematics Statistics, or other related field

**Knowledge and Experience:**

* At least 3 years of relevant experience in the NGO/INGO, Public and Private organization.
* Knowledge on results-based management.
* Practical experience in Data Analysis skills

**Skills**

* Ability to work under pressure and to tight deadlines.
* Good teamwork skill
* Ability to work independently.
* Good computer skill included MS Office and statistical tools.
* Use of GIS applications
* Have report writing and presentation skill.