**Background**

**Terms of Reference APW Data Entry Operator (DEO**

The Drug Regulatory Authority of Pakistan (DRAP) is committed to ensuring that people have access to high-quality medical products, including pharmaceutical and biological medicines for human or veterinary use, medical devices, medical cosmetics, health and nutritional products, and food supplements.

To achieve this goal, DRAP is working to improve coordination and enforcement of medicine laws, so that everyone has access to the medicines and products they need. Through effective use of Information Technology, DRAP has implemented a range of online services, such as online fee submission, licensing and drug registration system, product, batch and barcode system, and a database for drug pricing and online verifications, which have been made possible through the effective use of information technology

**Objectives**

The main objective of this activity is to support DRAP’s initiative for revamping/ upgrading of the data management system and 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.

**Work to be performed.**

# Under the overall supervision of the DRAP, the incumbent will assist in data management support for the following:

1. To assist and support DRAP authority functions, relevant data collection, data input, and clearance of backlog by entering data received in different sections of DRAP.
2. Coordinate and assist DRAP in supporting the database for vigilance on falsified products, gathering relevant facts for medical products. Enter facts acquired from various DRAP sections throughout the country, including clearing any backlog.
3. Ensure the quality of data collection by closely coordinating with different directorates to facilitate the proper data collection process.
4. Collect information from primary and secondary sources and maintain the PIRIMIS database to supplement data analysis and interpretation of results.
5. Follow up with WHO and other stakeholders to streamline data AMC data in PIRIMS at federal and provincial levels to obtain information and resolve any data issues or discrepancies, ensuring quality and safety assessment and report generation. Also, capture import data for monitoring/surveillance of antimicrobials for import/export, manufacturing, and distribution.
6. Develop and/or update offline databases, training manuals, and activity trackers and implement tools to ensure the quality and security of information.
7. Develop template formats and survey questionnaires to guide tracking and evaluation reviews and progress assessments under DRAP.
8. Perform data analysis with large amounts of data: data and figures to conclude.
9. Support in the development and issuance of safety newsletters and quarterly report templates and monitor the completeness and accuracy of submitted documents using the established reporting tools.
10. Ensure that the reports in SharePoint are updated.
11. Perform other related tasks as required.

**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.

**Place of assignment**

DRAP HQ, Islamabad