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ACCESS FOR OUT OF SCHOOL CHILDREN TO EDUCATION AND SAFE SCHOOLS IN PAKISTAN (ACCESS).

## Job Descriptions

Position:	Database Management Officers (02 Positions - one at each location mentioned below)
Location:	Peshawar & Swat ( <b>locals of respective districts will be given preference</b> ).
Gender:	Both female and male can apply.
Salary:	Between PKR 20,000 to 30,000 / month inclusive of all taxes
Duration:	One year (Extendible) with a probation period of 3 months

### Eligibility Criteria:

- Bachelor in computer science/IT/Software engineering or any other relevant/complementing field.
- Proven experience (At least 03 Years) in relevant field (relevant to below job responsibilities).
- Knowledge and working experience of KPK Education Department and local language/dialect (Pashto/Hindko etc.) will be considered as an asset and a competitive edge.

### Responsibilities/expectations of database management officers are;

- Coordination with district offices for collection of project beneficiaries data
- Data collection, Data analysis and data tracking of the project beneficiaries.
- Prepare special reports from gathered data for information and other requirements.
- Develop/fine tune formats and templates as and when required by project
- Desktop publishing of project reports, studies and newsletters etc.
- Assist country office for updating/analyzing of data upload at the website.
- Facilitate Social Audit/Community Based Evaluation of FS/GCS by MC/VEC/PTC
- Assist M&E Manager to Organize Community Session for sharing results of social audits
- Develop Enrollment Report (Progress against lists of OOSC)
- Identify Hotspots (Locations with low enrollment)
- Conduct study on placement options for OOSC
- Assist M&E Manager to conduct survey of prospective low-cost private schools
- Assist district offices to develop quarterly plan of action for Taleemi Razkar
- Organize Pre & Post Training tests and prepare quick analysis report
- Any other task assigned by senior supervisors/management

***These vacancies are required to be filled on urgent basis and CVs will be reviewed and candidate may be selected on rolling basis.***



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**Please send you CV at**

**[hope87.jobs@gmail.com](mailto:hope87.jobs@gmail.com)**

by **14<sup>th</sup> April, 2019**, no later than 5.00 PM PST.

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