

Role Profile

Job Title	Data Support Officer Aawaz II
Location	District Buner and Lower Dir, KP
ABOUT THE PROJECT	
<p>The Aawaz II programme, managed by British Council, works with local communities in Khyber Pakhtunkhwa (KP) and Punjab provinces to promote the rights of women, children, youth, and other marginalised groups.</p>	
<p>Aawaz II community engagement component has two pathways for change focusing on thematic areas of child marriage, gender-based violence and social cohesion by i) changing awareness, attitudes and behaviours towards discrimination, intolerance, exploitation and other harmful practices ii) referrals and citizen engagement on the thematic areas and issues of exclusion and exploitation.</p>	
<p>We are seeking to hire a Data Support Officer at CERD Pakistan who will be responsible for ensuring monitoring and evaluation activities of Aawaz II programme in target district in collaboration with the M&E Manager, CERD Pakistan and Aawaz II PMU.</p>	
ABOUT THE ROLE	
<p>The Data Support Officer will provide technical expertise with timely data collection, management, data analysis and reporting to understand and adapt programme performance. Under the overall supervision of the DSP M&E manager, the Data Support Officer shall be responsible for performing the following duties:</p>	
ROLES AND RESPONSIBILITIES	
<ul style="list-style-type: none">▪ Implement the data collection and management mechanism at district level, with attention to security and confidentiality as per PMU shared guidelines and data safeguarding principles.▪ Assist Project Coordinator and M&E Manager in timely reporting of monthly/quarterly progress along with verified MOVs databases.▪ Assist M&E Manager in the development of field monitoring processes with adequate controls to ensure data quality and integrity at each AAC level.▪ Conduct monitoring of trainings, meetings of community structures, CCAPs, SAPs and other key programme interventions.▪ Carryout field level validation visits at AAC and VF level to ensure data reliability and overall quality before final reporting to PMU.▪ Monitoring of data integrity, security and accuracy of information and ensure that it is readily available.▪ Support in the training of staff – Community Facilitators /AAC Resource Persons involved in data entry and data processing to ensure proper maintenance and quality of different information and database needs.▪ Uploading of progress data into digital Management information system (MIS) or any other required online platform(s).▪ Provide quality assurance checks on systems, processes, and controls to ensure compliance with PMU requirements.▪ Ensure validation and verification of all data before submission to project coordinator/programme manager and M&E manager.▪ Provide support and advice to district staff on data related challenges, best practices, and any quality related matters.▪ Undertake data quality analysis and reporting as required.▪ Prepare reports and undertake research to inform data changes, implementation of new software (MIS) and data management as required.	

- Provide support in data collection for various research studies as required.
- Compilation of weekly and monthly activities calendar for monitoring/observations.
- Other duties as required in accordance with objectives, plans, and workload priorities.

The Data Support Officer will work full-time on the Aawaz II programme. This role requires a master's degree (preferably in Social Science, Economics, or Statistics) with at least 4-5 years of experience in field monitoring, data collection, data management, and reporting processes. The incumbent should have proven Knowledge of major quantitative & qualitative estimations methodologies, statistical software, management information systems (MIS), and Microsoft office tools.

Women, transgender persons, religious minorities, and persons with disabilities are encouraged to apply.

REPORTING AND LINE MANAGEMENT

The Data Support Officer will report to the M&E Manager and shall be based in the target District.

APPLICATION INSTRUCTIONS

Send your resume to the mentioned email address, with the subject: Data Support Officer and Your Name.