Job Description

Job Title:	Data Management Assistant
Department:	Institutional Partnerships Development/ PEF-NSP/PSRP/PSSP
Reports to:	Area Project Coordinator / District Project Manager
Location:	PSSP-NSP/PSRP School
Gross Salary:	PKR 35,000/- to 37,000/-
Contract Type:	Contract/Annual (renewable subject to performance & availability of Funding)
Objective	Institutional Partnerships Development/ PEF-NSP/PSRP/PSSP
Scope of Work	The scope of the position is to manage the students, teachers, and staff data on data base and maintain files of 50-70 schools at the area level under the supervision of a supervisor.
Main Responsibilities	**Primary Responsibilities:** ● Accurately enter data into databases like Student Information System (SIS), Teacher Information System (TIS), and other data management systems. ● Ensure the integrity and accuracy of data entries by verifying and cross-checking the information. ● Update and maintain existing Enrollment data records to ensure data quality and consistency with prior approval of the line manager. ● Perform regular data cleaning to remove duplicates, drop out, and pass out students with prior approval of the line manager. ● Retrieve data as per the direction of management. ● Generate need-based reports and summaries from databases ● Assist in the creation and maintenance of databases (if and when required) with prior approval of the line manager. ● Monitor database performance and troubleshoot issues as they arise. ● Maintain documentation of data management processes and procedures. ● Ensure that all data management activities comply with MH/PEF- PSRP policies and regulations. ● Conduct regular audits of data to ensure accuracy and completeness. ● Identify and rectify inconsistencies or discrepancies in data records. ● Provide support to team members and departments in accessing and using data. ● Ensure that data is stored securely and confidentially. ● Follow protocols to protect sensitive and confidential information.
Required Qualification and Skills:	**Skills and Qualifications:** • Graduation with a diploma in IT or office management with high level typing speed. • Previous experience in data entry or data management is preferred. • Strong attention to detail, excellent organizational skills, proficiency in data management software and tools (e.g., Excel, Access, SQL), good communication skills, ability to work independently and as part of a team. • Familiarity with database management systems and data analysis tools. • May require extended periods of sitting and using a computer.