

Terms of Reference– Data Analyst

Purpose of Assignment

To serve data focal point for gathering, compilation of data from CBV workers. Timely share data and analysis with provincial EOC.

Work type: Third party contracted Staff

Location: Provincial EOC

Categories: Provincial Data officer with 60% of the time spent with DSOs and Data Support Centres for coordination and timely submission of reports.

Supervisor First: M&E Officer UNICEF FO

Supervisor Second: Team Lead FO

Major Tasks

- Provide overall support on management, maintenance and review of the current data flow and information systems in CBV implementing in districts of Sindh. Develop procedural documentation to support efficient, high quality data collection from the field.
- Develop and maintain mechanisms for timely and accurate activity data reports, to meet the requirements for CBV Implementations and share with concerned stakeholders- EOC and UNICEF.
- Compile, analyze, generate and share pre campaign, during campaign and post campaign reports in specific formats. Coordinate with third party monitors to ensure all data collected from the field in time. Prepare Comparative analysis of vaccination coverage, missed children and other necessary structures.
- Provide field based orientation to Data Support Officers and CBV field staff about reporting formats, data flow and recording systems and CBV documentation standards regarding data requirements, data entry, analysis and release of information and confidentiality.
- Support EOC and UNICEF in gathering of the specific Data, Compilation, Analysis and onward sharing.
- Coordinate with Data Support Center, CBV and COMNet Staff, EOC Information Management Focal Persons of EOC, WHO and UNICEF to prepare and disseminate compiled district and provincial level analytical reports and making data analyses and products accessible and available.
- Analyze data, prepare campaign analytical reports in time and share with EOC and UNICEF.
- Spot check missed children logbook and child registration logbook of the assigned district
- Ensure validity and reliability of data collected from different sources.
- Undertake duties as assigned by the respective supervisors.

Profile/ Qualifications

- **Education/ Work experience:** Bachelor degree in computer sciences, business administration or social sciences with proficient computers skills; data management experience of minimum 2 years, preferably in PEI.
- **Required skills:** Strong analytical skills; Expert user of Excel can prepare quality Power Point presentations; familiar in software navigation (such as ArcGIS or Q-GIS), use of smartphone for real time reporting, Good writing skills. Open Data Kit (ODK) based reporting; In-page and Coral Draw; knowledge and application will be an asset
- **Languages:** Medium proficiency in English language (both written and spoken) and high proficiency for local languages is required.