

Terms of Reference

Data Support Officer

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

First Level Supervisor: DHCSO.

Second Level Supervisor: Provincial Data Officer/ or UNICEF focal person for COMNet/ UNICEF provincial M&E officer

Position based in: DPCR with frequent travel to the field.

Major Tasks

- Collate daily staff attendance SMS and generate monthly attendance report for the assigned district.
- Follow-up with UC staff for submission of data for reports.
- Monitor and follow-up with UC staff on regular data upload on polio info database.
- Have access to PCR and polio info datasets for COMNet and CCPV planning.
- Maintain datasets of CBV and COMNet UCs in the assigned district /agencies.
- UC level data collection and compilation on key indicators to generate pre, intra and post campaign report.
- Collate and analyse campaign data, monitor feedback from UCOs and generate daily CBV, COMNet monitoring updates during campaigns
- Guide and on job train CBV and COMNet staff on reporting tools.
- Ensure timely submission of periodic reports including 30 HH cluster survey / detail epidemiological investigation form for urgent AFP and polio cases.
- Analyse data of dashboard indicators with UC wise feedback to the UCO and SMs
- Maintain close liaison with DPCR data operator for two way data flow.
- Generate and share extended catchup coverage report from DSC dataset with the concerned DPCR. Collate and relay CBV dataset as per DSC SOP
- To work as focal person for DSC correspondence and follow-up with field staff.
- Collection of data for campaign planning from UC level for onward submission.
- Maintain the data of social characteristics of polio cases of the respective district.

- Spot check missed children logbook and child registration logbook of the assigned district

Profile/ Qualifications

- **Education/ Work experience:** Bachelor degree in computer sciences or bachelor's degree in 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, use of smartphone for real time reporting, sms based reporting; can use In-page and Coral Draw; Good writing skills
- **Languages:** Medium proficiency in English language (both written and spoken) and high proficiency for local languages required.

Key Performance Indicators

- Timely submission of CBV UC data to data support centre and provincial team
- # of spot checks carried out on missed children and child registration logbooks
- # of UC/ community level staff provided supportive supervision in data recording on the reporting tools