



Government of Pakistan
M/o National Health Services, Regulations & Coordination
National Institute of Population Studies



JOB OPPORTUNITY

National Institute of Population Studies (NIPS) requires the services of suitable candidates for the survey titled “National Survey on The Extent, Patterns and Trends of Drug Use in Pakistan 2022-23” from Punjab, Sindh, Khyber Pakhtunkhwa, Balochistan and Islamabad on purely temporary/contract basis against following positions:-

S #	Detail of Posts	Duration	No of Posts	Pay (Rs.)	Qualification(s) / Experience Required
1.	Consultant	4 Months	01	350,000/- per month	Ph.D degree from HEC recognized institution/university in Social Sciences with strong analytical skills, having at-least 20 years of experience in survey design and implementation. The candidate should have experience of conducting national level household survey, interviewing skills and experience in research work, demonstrable skills in communication, good IT competence, strong organizational communication and interpersonal skills. The candidate should have strong team working skills and experience in the same capacity.
2.	Data Processing Manager	6 Months	01	250,000/- per month	Master/M.Phil. degree in Computer Sciences/Economics/Statistics from HEC recognized institution/university with minimum 5 years of experience in data processing/analysis of national level household survey and application development. The candidate should have strong analytical skills, coordination of field teams and command in SPSS, STATA, CSPro & R.
3.	Data Processing Assistant	6 Months	01	100,000/- per month	MSc/ BS(Honors) in Computer Sciences/Economics/Statistics from HEC recognized institution/university with minimum 3 years of experience in data analysis and application development. Should have complete familiarity of SPSS, STATA, CSPro & R and MS Office etc., and should have worked as team member of an IT unit to manage national level household survey data.
4.	Office Coordinator	4 Months	01	100,000/- per month	MS/M.Phil. degree from HEC recognized institution/university in Social Sciences. The candidate should have at least 5 years' experience of file work, file management, coordination and research work, demonstrable skills in analytical thinking, communication, research, good IT competence, internet communication and interpersonal skills. The candidate should have strong team working capacity with ability to work under multi-cultural environment. Candidate should have experience of management of a national level household survey.
5.	Admin / Account Support Personnel	6 Months	01	70,000/- per month	Master degree in Management/Social Sciences from HEC recognized institution/university with at least three years of experience of file work, file management in Administration matters. Candidates having experience of working in government department will be given preference.
6.	Office Editor	3.5 Months	05	70,000/- per month	Master/BS (Honors) in Social Sciences from HEC recognized institution/university with at least 3 years of experience in household survey data collection, questionnaires editing and field monitoring.
7.	Office Assistant	6 Months	1	45,000/- per month	B.A/B.Sc./BBA from HEC recognized institution/university, with minimum 2 years of experience. Candidate should have computer skills, good typing speed and experience in Administrative/Accounts matters.
8.	Data Entry Operator	3.5 Months	08	45,000/- per month	Should have Bachelor degree from HEC recognized institution/university with minimum 3 years of experience and expertise in MS Office, CSPro. The candidate must have typing and key punching speed of at least 10,000 key depressions per hour.
9.	Provincial Coordinator	75 Days	4	4000/- per day	M.Phil./Master degree in Social Sciences from HEC recognized institution/university. Candidate should have strong interpersonal skills, analytical skills and coordination with field teams. The candidate should be familiar with reporting, coordination, and field support techniques. The candidate should have experience of three years of coordination in national level household survey.
10.	Quality Control Personnel	60 Days	8	3000/- per day	Master/BS (Honors) in Social Sciences from HEC recognized institution/university with at least three years of experience in national level household survey data collection, questionnaires editing and field monitoring.
11.	Field Supervisor	75 Days	40	3500/- per day	Master degree in Social Sciences from HEC recognized institution/university with at least 3 years of experience in supervision of field teams in national level household survey and capacity to coordinate with field teams and prepare field report.
12.	Field Enumerator (Male / Female)	75 Days	80	3000/- per day	Master/BS (Honors) degree in Social Sciences from HEC recognized institution/university with at least 3 years of experience in conducting interviews/capacity to collect data from different areas in a national level household survey.
13.	Lister	60 Days	20	3000/- per day	Master/BS(Honors) degree in Social Sciences from HEC recognized institution/university with at least 2 years of experience in household Listing for national level household surveys.
14.	Mapper	60 Days	20	3000/- per day	Master/BS(Honors) degree in Social Sciences from HEC recognized institution/university with at least three years of experience in national level household Mapping for household surveys.

1. Apply online within 15 days of this advertisement, online application form is available at NIPS website: www.nips.org.pk
2. Applications received after the due date or incomplete (if any) will not be entertained/ considered.
3. Only shortlisted candidates will be called for a Test/ Interview. No TA/DA will be admissible for the candidates.
4. For any query, please contact to Administration Section, NIPS during office timings i.e., 08:00 am to 4:00 pm.
5. The Institute reserves the right to stop the recruitment process at any stage and also to increase or decrease the number of vacancies / durations according to the rules.
6. See detail of TORs on the NIPS website: (www.nips.org.pk)

Admin Officer, NIPS, NIH, Park Road, Chak Shahzad, Islamabad Contact:(051) 9255937, 9255940