

NATIONAL INSTITUTE OF POPULATION STUDIES (NIPS)

JOB OPPORTUNITY: Project Advisor for panel study

1	Title:	Project Advisor
2	Nature of Appointment:	Contract
3	Duration:	Working days 90 spread over 180 days
4	Salary/ Remuneration:	Negotiable
5	Qualification:	Ph.D. or Master's degree in Social Sciences i.e. Demography, Economics, Statistics, Anthropology or Sociology and Public Health from a HEC recognized foreign/ local university
6	Maximum Age Limit:	70 Years
7	Experience:	<ul style="list-style-type: none">• At least twenty five years' experience in research.• The candidate should have previous work experience in family planning• Strong project management, analytical and writing skills.• Have understanding of IT systems and software.
8	Reporting Officer:	Director NIPS
9	Duty of Station:	NIPS, Islamabad
10	Termination/ Continuation of the Contract:	Contract can be terminated by NIPS for unsatisfactory performance immediately with payment of 15 working days or on 15 days' notice

TORs of Project Advisor for Panel Study

- i). Provide technical advisory support to NIPS throughout the process i.e. from planning to implementation
- ii). Monitor overall activities of the Survey including field operations, data processing, report writing workshops, printing of documents and dissemination of report.
- iii). Liaise with all stakeholders on all activities of the Survey/Study.
- iv). Assist the Reporting Officer in handling any assignment/unforeseen activity of survey.
- v). Perform any other duty/ assignment given by the Reporting Officer as and when required.
- vi). Appointment will be only on working days basis.

Deliverables

- i. Assist the Selection Committee for recruitment of field staff for the study
- ii. Modification and translation of research tools/questionnaires.
- iii. Arrange TAC and other meetings.
- iv. Prepare training plan
- v. Impart training and finalize questionnaire after pre-test
- vi. Monitoring of data collection.
- vii. Prepare tabulation plan for analysis
- viii. Preparation of preliminary results/ presentation for seminar
- ix. Attend dissemination seminars at federal and provincial / regional levels
- x. Complete any other assignment (where & when required)

NATIONAL INSTITUTE OF POPULATION STUDIES (NIPS)

JOB OPPORTUNITY: Data Processing Manager

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| 1 | Title: | Data Processing Manager |
| 2 | Nature of Appointment: | Contract |
| 3 | Duration: | 03 months |
| 4 | Salary/ Remuneration: | Negotiable |
| 5 | Qualification: | MSc/ BS(Honors) in Computer science or Economics/ Statistics with minimum of five years' experience in data analysis and application development. |
| 6 | Maximum Age Limit: | 50 Years |
| 7 | Experience: | <ul style="list-style-type: none">• Should have complete familiarity of SPSS, STATA and CPro etc. and• Have worked as a team member of an IT unit in a field data collection at least two national level with clear concepts of application based quality data collection monitoring. |
| 8 | Reporting Officer: | Director NIPS |
| 9 | Duty of Station: | NIPS, Islamabad |
| 10 | Termination/ Continuation of the Contract: | Contract can be terminated by NIPS for unsatisfactory performance immediately with payment of 15 working days or on 15 days' notice |

TORS

- i) Facilitate in questionnaire design and printing.
- ii) Prepare data entry program/application.
- iii) Revision of questionnaire after pre-testing.
- iv) Data processing.
- v) Provide household listings to each Enumerator.
- vi) Generating errors lists with consultation of core team members (NIPS Researchers and senior staff of survey).
- vii) Help field teams and mainly Field Supervisors regarding issues related to computer.
- viii) Maintain status of data received in soft form and enter into computers and also share progress/coverage of data with the core team of survey and Reporting Officer
- ix) Check the performance of each interviewer.
- x) Handle all issues related to uploading of data.
- xi) Close contact with Field Editors to check the data uploading status.
- xii) Check the uploaded data on daily basis.
- xiii) Impart training to the field supervisors.
- xiv) Prepare field check tables (FCT) to ensure quality of work.
- xv) Prepare tabulation plan for report preparation/analysis.
- xvi) Appointment will be only on daily wages/working days basis
- xvii) Prepare and facilitate draft report sheets
- xviii) Facilitate training of Enumerators
- xix) Maintain regular contact with field supervisors

Deliverables of Data Processing Manager

- i) Responsible for the printing of questionnaire
- ii) Impart training of Enumerators and Key Punch Operators
- iii) Regular contact with Field Supervisors/ Enumerators
- iv) Give data entry program
- v) Data processing
- vi) Provide household listings to each Enumerator
- vii) Generate the errors lists
- viii) Coordinate with field teams and mainly Field Supervisors regarding any issue related to computer application
- ix) Deliver soft form data
- x) Provided tables for performance of each interviewer
- xi) Clean data for submission
- xii) Correct uploaded data
- xiii) Maintain contact with field editor to check the data uploading status.
- xiv) Trained field data entry personnel
- xv) Give field check tables (FCT) to ensure quality of work
- xvi) Give tabulation plan for report preparation/analysis
- xvii) Give draft report sheets
- xviii) Complete any other assignment as and when required

NATIONAL INSTITUTE OF POPULATION STUDIES (NIPS)

JOB OPPORTUNITY: Office Coordinator

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| 1 | Title: | Office Coordinator |
| 2 | Nature of Appointment: | Contract |
| 3 | Duration: | 03 months |
| 4 | Salary/ Remuneration: | Rs. 90,000/ per month |
| 5 | Qualification: | M.Phil or Master's degree in Social Sciences from a HEC recognized foreign/local university |
| 6 | Maximum Age Limit: | 35 Years |
| 7 | Experience: | <ul style="list-style-type: none">• At least five years strong experience of field coordination.• Conducted national level household surveys• Have understanding of IT systems and software. |
| 8 | Reporting Officer: | Director NIPS |
| 9 | Duty of Station: | NIPS, Islamabad |
| 10 | Termination/ Continuation of the Contract: | Contract can be terminated by NIPS for unsatisfactory performance, immediately with payment of 15 working days or on 15 days' notice |

TORS

- i. Facilitate for arranging training of field survey staff and core team.
- ii. Participate in the training and conduct revision sessions of questionnaires as per instructions of core team of the survey.
- iii. Contact 'Resource Person(s)' to deliver the Lecture(s) during training.
- iv. Liaison with the field teams across the country/regions.
- v. Collect bills from the field teams and maintain proper record in Excel sheet and responsible for timely clearance of bills from Accounts/Administration Sections.
- vi. Assist in handling project activities and initiating the tabulation plan of report.
- vii. Record keeping of the questionnaires sent to / received from field teams or other necessary stationery items/ material required to field teams and in office.
- viii. Receiving and issuing the stationery items to the survey teams during training and fieldwork.
- ix. Help in arranging the pre-test of questionnaires issuing and incorporate the modifications if any.
- x. Prepare progress report about data completion whenever required.
- xi. Assist in managing project files at NIPS.
- xii. Record keeping of all issues/matters relating to survey and submitting weekly status.
- xiii. Any other task when & where required.
- xiv. Appointment will be only on daily wages/working days basis

Deliverables of Office Coordinator

- i. Facilitate in training and field survey arrangements
- ii. Submit revised questionnaire
- iii. Contact with Resource Person(s)
- iv. Liaison with the field teams
- v. Bills collect from the field teams and maintain proper record in Excel sheet
- vi. Prepare tabulation plan of report
- vii. Submit record of the questionnaires
- viii. Submit record of stationery items.
- ix. Pre-testing of questionnaires
- x. Prepare progress report
- xi. Assist in managing project files at NIPS
- xii. Record keeping of all issues/matters
- xiii. Any other task when & where required

NATIONAL INSTITUTE OF POPULATION STUDIES (NIPS)

JOB OPPORTUNITY: Administrative Support/Account Personnel

1	Title:	Administrative Support/Account Personnel
2	Nature of Appointment:	Contract
3	Duration:	03 months
4	Salary/ Remuneration:	Rs. 65,000/- per month
5	Qualification:	B.A, B.Sc. BBA with computer skills and good typing speed and experience in Administrative/Accounts matters
6	Maximum Age Limit:	50 Years
7	Experience:	<ul style="list-style-type: none">• At least Twenty Five year work experience• Have computer skills and good typing speed and experience in Administrative/Accounts matters• Have understanding of IT systems and software.
8	Reporting Officer:	Director NIPS
9	Duty of Station:	NIPS, Islamabad
10	Termination/ Continuation of the Contract:	Contract can be terminated by NIPS for unsatisfactory performance, immediately with payment of 15 working days or on 15 days' notice

TORs of Administration Support Accounts Personnel for Panel Study

- i). Maintain records and inventory of all the project staff and financial matters etc.
- ii). Responsible for overall efficiency and smooth working.
- iii). Prepare papers for meetings and seminars
- iv). Perform any other activity as assigned.
- v). Appointment will be on purely contract basis

Deliverables of Administration Support Accounts Personnel

- i). Supervise administrative/Accounts procedures and routines.
- ii). Advise on financial, budgetary and accounting matters.
- iii). Maintain records and inventory of all financial matters etc.
- iv). Keep proper record of movement of files and other classified documents
- vii). Submit the cases problems
- viii). Give office orders and termination letters on 14th days' notice if required

NATIONAL INSTITUTE OF POPULATION STUDIES (NIPS)

JOB OPPORTUNITY: Office Editors/Quality Control

1	Title:	Office Editors / QCs
2	Nature of Appointment:	Contract
3	Duration:	03 months
4	Salary/ Remuneration:	Rs.60,000/- per month
5	Qualification:	Master degree in Social Sciences.
6	Maximum Age Limit:	60 Years
7	Experience:	<ul style="list-style-type: none">• Have experience in household surveys data collection• Have editing and field monitoring experience• Have understanding of IT systems and software.
8	Reporting Officer:	Director NIPS
9	Duty of Station:	NIPS, Islamabad
10	Termination/ Continuation of the Contract:	Contract can be terminated by NIPS for unsatisfactory performance, immediately with payment of 15 working days or on 15 days' notice

TORs of Office Editor/Quality Controller

- i) Check consistency of data and editing of filled questionnaires received from the field.
- ii) Report about continues field data errors to core team of NIPS.
- iii) Help field teams if any error observed in editing clusters.
- iv) Responsible to submit complete edited clusters to the computer section of NIPS.
- v) Provide help to DEOs while cross checking the data if required.
- vi) Visit the field teams for checking and quality assurance.
- vii) Appointment will be purely on contract basis.

Deliverables

- i) Give consistent data and edit questionnaires received from the field.
- ii) Submit report about field data errors.
- iii) Observe and validate data
- iv) Submit complete edited clusters to the computer section of NIPS.
- v) Provide help to KPOs while cross checking the data if required.
- vi) Visit field teams for checking and quality assurance
- vii) Deliver 5% validated questionnaires in the field
- viii) Liaison with computer centre
- ix) Maintain record of questionnaires sent to IT Section

NATIONAL INSTITUTE OF POPULATION STUDIES (NIPS)

JOB OPPORTUNITY: Data Entry Operator (DEO)

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| 1 | Title: | Data Entry Operator (DEO) |
| 2 | Nature of Appointment: | Contract |
| 3 | Duration: | 03 months |
| 4 | Salary/ Remuneration: | Rs.40,000/- per month |
| 5 | Qualification: | Should have BA/BSc and expertise MS office CPro. The candidate must have typing speed of 10,000 key depression per hours. |
| 6 | Maximum Age Limit: | 35 Years |
| 7 | Experience: | <ul style="list-style-type: none">• Should have expertise MS office CPro.• The candidate must have typing speed of 10,000 key depression per hours.• Have understanding of IT systems and software. |
| 8 | Reporting Officer: | Director NIPS |
| 9 | Duty of Station: | NIPS, Islamabad |
| 10 | Termination/ Continuation of the Contract: | Contract can be terminated by NIPS for unsatisfactory performance, immediately with payment of 15 working days or on 15 days' notice |

TORs of DEO

- i) Data entry into computers.
- ii) Re-enter the data whenever required.
- iii) Maintain high quality of data entry.
- iv) Assist the DPM in any assignment whenever required.
- v) Appointment will be on purely contract basis.

Deliverables of KPO

- i) Submit entered clusters – 5 per day
- ii) Complete report format
- iii) Any other computer work / assignment

NATIONAL INSTITUTE OF POPULATION STUDIES (NIPS)

JOB OPPORTUNITY: Female Enumerators

1 Title:	Female Enumerators
2 Nature of Appointment:	Contract
3 Duration:	25/30 working days
4 Salary/ Remuneration:	Rs.2000 per day
5 Qualification:	Master /BS Honors degree in Social Sciences.
6 Maximum Age Limit:	25-35 Years
7 Experience:	<ul style="list-style-type: none">• Experience in conducting research interviews.• Should be resident of sampled areas / clusters in districts of Punjab.• Have understanding of IT systems and software.
8 Reporting Officer:	Director NIPS
9 Duty of Station:	NIPS, Islamabad
10 Termination/ Continuation of the Contract:	Contract can be terminated by NIPS for unsatisfactory performance, immediately with payment of 15 working days or on 15 days' notice

TORs of Female Enumerator

- i. Attend all training programs imparted by NIPS
- ii. Participate in field testing of instruments
- iii. Maintain and secure equipment (tablet) provided by NIPS for data gathering and return to NIPS on completion of field activity immediately.
- iv. Locating the structures and households in the sample area and completing the Household Questionnaire.
- v. Identifying all eligible respondents in those households.
- vi. Interviewing selected eligible respondent in the households using the individual Woman's Questionnaire.
- vii. Prior to uploading, Check completed interviews to make sure that all questions were asked and the responses neatly and completely recorded
- viii. Returning to households to interview respondents who could not be interviewed during the initial visit.
- ix. Accountable to NIPS officers for resolving any inconsistencies of data.
- x. Appointment will be on daily wages basis.

Deliverables

- i) Attend training arranged by NIPS for field staff
- ii) Participate in field testing of instruments
- iii) Maintain and secure (tablet) provided by NIPS
- iv) Location of structures and households
- v) Identification of eligible respondents
- vi) Select eligible respondent for interview
- vii) Submit checked and completed interviews
- viii) Submit Corrected data
- ix) Detect field problems
- x) Report non-response/non-cooperation from Household for alternate/substitute household
- xi) Deliver the interviewer sheets of each cluster