

NATIONAL INSTITUTE OF POPULATION STUDIES (NIPS)

JOB OPPORTUNITY: Advisor

Terms of Reference (ToR)

National Institute of Population Studies (NIPS), Islamabad, invites applications from the qualified candidates for the contractual appointment as Advisor for Pakistan Demographic and Health Survey 2017-18 with requisite academic qualification, age and experience, detailed as under:-

1	Title:	Advisor PDHS
2	Nature of Appointment:	Contract
3	Duration:	1 st January 2018 to 30 th September 2018
4	Salary/ Remuneration:	Negotiable
5	Qualification:	Master's degree in Social Science (16 years education) or Health/ Public Health
6	Maximum Age Limit:	62-Years
7	Experience:	<ul style="list-style-type: none">• At least Twenty years work experience in Government or private sector organizations• Have experience of leading national level household surveys as team leader.• Have work experience of writing reports of such research studies/conferences/ workshop/ seminars• Have proved track record as a team leader and decision maker and have complete understanding of Government procedures and rules and regulations.• Have experience of working as Project Director for big donor funded projects.• Have vast experience of negotiating with the donor for aid programming and budgeting and aid negotiations.• Have detailed understanding of IT systems and softwares.
8	Reporting Officer:	Executive 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 days wages or on 15 days' notice

Job Description: The detailed Job Description for the Advisor for providing assistance to NIPS to undertake the PDHS, will be as under:-

- i) Assist the Executive Director and lead the entire DHS team and all its operations including dissemination
- ii) Monitor the overall activities of the Survey including field teams on House Listing and Data Collection on the Survey Questionnaires.
- iii) Monitor the data collection by 22 field teams in 580 clusters throughout the country for quality data collection, daily report compilation of the field activities and submission to the Executive Director.
- iv) Supervise data entry at Data Center and also see the field check tables, determine the quality of data collection and assess discrepancies and take appropriate actions for mid-course corrections.
- v) Prepare the tabulation plan and tables for the analysis of the data once the field activities are over.
- vi) Liaise with all the stakeholders on the budget utilization and update the donors on the activities of the DHS.

Prepare the outlines of all reports of PDHS and guide the report writing team on the final report writing workshop.

- iii) Make presentations before the Technical Advisory Committee and update on the survey process and moderate the meeting and assist the Executive Director.
- ix) Present the survey results in the Disseminations workshops throughout the country.
- x) Supervise the compilation and writing of all reports.
- xi) Assist the Executive Director-NIPS in handling any activity of survey.
- xii) Perform any other duty/assignment given by the Reporting Officer.