

## JOB OPPORTUNITY

Applications are invited for "Pakistan Maternal Mortality Survey (PMMS) 2018-19" to be conducted with the financial assistance of USAID, DFID & UNFPA. In order to fulfill the core requirements, the services of Pakistani Nationals are required for the following positions on purely temporary (contract) basis for the period mentioned against each position. Interested candidates can apply for the relevant posts as per their qualification through online Performa:

S #	Detail of Posts	No of Posts	Duration (Months)	Age (Years)	Qualification(s) / Experience Required
1	Principal Investigator	01	10	45-65 years	Ph.D. or Master degree in Social Sciences e.g. Demography, Economics, Statistics, Anthropology or Sociology and Public Health from a reputable recognized foreign/local university with at least fifteen years' experience in research and consulting assignments especially in the field of maternal morbidity and mortality. The candidate should have proved record in leadership positions, leading large field teams and coordination, strong analytical and report writing skills.
2	Advisors (Technical & Operations)	02	10	45-65	Ph.D. or Master degree in Social Sciences e.g. Demography, Economics, Statistics, Anthropology or Sociology and Public Health from a reputable recognized foreign/local university with at least fifteen years' experience in research and consulting assignments especially in the field of maternal morbidity and mortality. The candidate should have proved record in leadership positions, leading large field teams and coordination, strong analytical and report writing skills.
3	Office Coordinator	01	08	25-40 years	Master degree in Social Sciences e.g. Demography, Economics or Sociology from a reputable recognized foreign/local university with skills of coordination of field teams. A strong familiarity with National Surveys methodology will be considered as a strength.
4	Administrative/ Accounts Officer	01	08	25-40 years	Master degree in Management and Social Sciences (16 years' education) from reputable national/foreign university with work experience in Administration matters. Candidates having experience of working in National Surveys will be given preference.
5	Research Associate	01	10	25-40 years	Master degree in Social Sciences e.g. Statistics, Demography, Economics, Sociology and Anthropology from a reputable recognized university with strong analytical and writing skills A familiarity with National Surveys methodology will be considered as a strength.
6	Administrative Support Personal	02	10	25-40 years	B.A/B.Sc./BBA with computer skills and good typing speed and experience in Administrative/Accounts matters.
7	Drivers/ Peons	04	10	25-40 years	Middle/ Should possess a valid driving license both of light and heavy vehicles. Work experience of 3-5 years.
8	Provincial Field Coordinators	05	5.5	25-45 years	Master degree in Social Sciences e.g. Sociology, Anthropology, Statistics, Economics etc. and experience in household surveys and capacity to coordinate field teams and report writing.
9	Supervisors/Listing Supervisors	43	5.5	25-45 years	Master degree in Social Sciences e.g. Sociology, Statistics and Economics etc. and experience in household surveys and capacity to coordinate with field teams and report writing.
10	Listers / Mappers	130	03	25-45 years	Master/BS (Honors)/BA degree in Social Sciences e.g. (Sociology, Statistics and Economics etc.) have an experience of Household Listing and Mapping.
11	Enumerators (Female) / Field Editor	90	5.5	25-45 years	Master/BS (Honors)/BA degree in Social Sciences e.g. (Sociology, Statistics and Economics etc.) and MCS/BCS/BA computer science and experience in conducting interviews/ capacity to validate data of Woman of a Household survey.
12	Quality Control Enumerators (Female)	12	5.5	25-45 years	Master/BS (Honors)/BA Degree in Social Sciences e.g. Statistics, Economics, Sociology and experience in household surveys and capacity to validate data/interview.
13	Data Processing Manager/ Data Analyst	01	10	25-40 years	MSc/BS (Honors) in Computer Science or Economics/Statistics with minimum of five years' experience in data analysis and application development. Should have complete familiarity of SPSS, STATA, CSPRO etc. and should have worked as team members of IT unit for a national survey. Should have understanding of application for ensuring data quality.

14	Office Editor	10	08	25-45 years	Master/BS (Honors) /BA degree in Social Sciences e.g Sociology, Statistics and Economics. Experience in household surveys data collection and editing.
15	Data Processing Supervisor/ Network Administrator	01	08	25-40 years	Master/BS (Honors) in Computer Science with minimum five years of experience in data processing application, CSPro data entry supervision, deployment/troubleshooting of enterprise computer network and system administration in large surveys.
16	Data Entry Operator (DEO)	20	08	20-40 years	Should have BA/BSc/FA/Matric and excellent knowledge of Windows operating system, MS Office. The candidate must have excellent typing speed of 10,000 key depressions per hour.

1. The applicant can apply within 15 days of publication of this advertisement.
2. Candidates with previous experience of national level surveys will be given preference.
3. The Performa placed at NIPS website ([www.nips.org.pk](http://www.nips.org.pk)) must be filled-in. The applicant can send the application/CV/latest photograph, CNIC to NIPS, NIH, Park Road, Chak Shahzad, Islamabad. The candidates must bring their original documents/ attested copies of documents along with a latest photograph at the time of interview.
4. Applications received after due date or incomplete in any respect will not be accepted.
5. Government employees should apply through proper channel.
6. Only short listed candidates will be called for test / interview. No TA/DA will be admissible.
7. The Institute reserves the right to stop the recruitment process at any stage.
8. Selection shall be made on regional/provincial basis for the area of work / exercise.
9. For any query, please contact during office hours i.e. 9:00 am – 5:00 pm at Phone No.051-9255935.

**Admin Officer, (NIPS)**