

**AZAD GOVERNMENT OF THE STATE OF JAMMU AND KASHMIR**  
**Planning and Development Department**

**JOB OPPERTUNITY**

Planning & Development Department GoAJ&K intends to conduct “Multiple Indicators Cluster Survey (MICS) in AJ&K” with the technical assistance of Pakistan Bureau of Statistics (PBS) and UNICEF. For the purpose applications from J&K State subject/Domicile holders, Refugees 1947 settled in Pakistan as well as Refugees 1989 are invited for following temporary appointments on the basis of open merit for project duration under the development project “Multiple Indicators Cluster Survey (MICS) in AJ&K”:

1.) On Contract Basis						
S. #	Name of Position	Nos./ Place of Posting	Period	Salary/ Remuneration	Qualification, Experience & Skills	ToRs
1	Senior Field Coordinator	1	Approx. 12 months	Lump sum Rs 80,000/- per month	i) M.A, M.Sc. with 10 years’ experience <b>Or</b> Graduate with at least 20 year experience in coordinating and conducting Household Listing & survey, particularly in AJK. ii) Having sound knowledge of household listing and field coordination. Hold good communication and written skill in English and national language hold Creative thinking, drive for results and strong commitment. Should have worked as team head and as a team member	The Senior Field Editor will perform the following tasks: <ul style="list-style-type: none"> <li>• Lead the MICS filed exercises in AJK for listing and survey teams</li> <li>• Help in sound and careful planning of field activities for quality MICS survey</li> <li>• Make all necessary arrangement to ensure timely availability of all prerequisites</li> <li>• Organize the Listing and survey teams to undertake MICS Survey as per agreement in the light of given parameters</li> <li>• Coordinate vertically and horizontally for supporting the survey teams in terms of logistic and administration at headquarter and regional level</li> <li>• Help in Hiring/requisition of professionals staff for MICS in AJK</li> <li>• Organize Trainings for household listing and field staff for survey</li> <li>• Ensure timely conducting and completion of field operation – household listing and field survey.</li> <li>• Ensure Data Management at all levels (regional &amp; headquarter) for further action</li> <li>• Organize &amp; conduct workshops &amp; meetings (working Paper, venue, minutes etc)</li> <li>• Sport the core team while data analyzing and thereafter, reviewing the preliminary findings and final reports for approval.</li> <li>• Perform any other duty related to the MICS survey as and when assigned</li> <li>• Coordinate with administration and local authorities regarding MICS survey plan and do his/her level best to seek their support and cooperation in it.</li> <li>• Prepare financial, logistic and boarding requirements to provide adequate facilitation to the field team</li> <li>• Coordinate in timely provision of adequate resources - monetary advances, supplies and equipment - necessary for the filed team and its work</li> <li>• Keep full liaison with all stakeholders – headquarter, regional and field teams</li> <li>• Perform any other duty/work as and when assigned by Project management</li> </ul>

2	Data/Report Mentor	1	Approx. 12 months	Lump sum Rs 55,000/- per month	<p>i) Master in Economics <b>or</b> Master in Sociology/Anthropology with Statistics as a subject in Graduation.</p> <p>ii) Research Publications (Articles/ Books) at least 3 years Research (qualitative &amp; quantitative) and practical Field Survey with reputed national/international organizations</p> <p>iii) Computer literacy is must. Hold excellent communication and written skill in English and national language along with, creative thinking, drive for results and strong commitment. Should have skill to work in a team</p>	<p>The Data/Report Mentor will perform the following tasks:</p> <ul style="list-style-type: none"> <li>• Support Trainings-TOT, Listers and field Staff.</li> <li>• Help in Collection, Compiling and analyzing data.</li> <li>• Support conducting workshop and meetings and survey</li> <li>• Help/Compile results and findings of data analysis.</li> <li>• Help preparing recommendations in the light of survey result.</li> <li>• Support preparing of draft and thereafter final report.</li> <li>• Ensure the qualitative aspects of the study and dissemination of report.</li> </ul>
3	Secondary Editor	1	Approx. 05 months	Lump sum Rs 40,000/- per month	<p>i) MCS/BCS (Computer Sciences)</p> <p>ii) Two-years Data Editing experience in reputed organization</p> <p>iii) Expert in SPSS and other software, archiving and exporting data</p>	<p>The Secondary Editor will perform the following tasks:</p> <ul style="list-style-type: none"> <li>• Ensure that the process of survey is successfully done with completeness and accuracy.</li> <li>• Analyses data files and create the MICS6 standard tables</li> <li>• Undertake the following steps in the data processing: <ul style="list-style-type: none"> <li>▪ Concatenate all cluster data files into one data file</li> <li>▪ Export the data to SPSS</li> <li>▪ Calculate sample weights and compute wealth index quintiles</li> <li>▪ Recode variables to simplify analysis</li> <li>▪ Create tables required for data analyses as per finalized indicators</li> <li>▪ Archive and distribute the data files</li> <li>▪ Perform any other duty/work as and when assigned by Project management</li> </ul> </li> </ul>
4	Assistant	2	Approx. 12 months	Lump sum Rs 20,000/- per month	<p>i) Graduation (Statistics, Economics, Math, Commerce)</p> <p>ii) One-years' experience of data entry or working as Office Assistant</p> <p>iii) Expert in Microsoft Word, Excel, Power Point</p>	<p>The Assistant will perform the following tasks:</p> <ul style="list-style-type: none"> <li>• Provide adequate secretariat support to the MICS project team</li> <li>• Help preparing data sheets and timely composing message/letters and compiling information /data instantly</li> <li>• Help preparing working paper, minutes, and filed reports and support secondary editor</li> <li>• Support in procurement process and conducting training, workshops and meetings</li> <li>• Perform any other duty/work as and when assigned by Project management</li> </ul>
<b>2.) On Daily Basis</b>						
5	Lister Supervisor	Total = 6 Muzaffarabad Division (02), Poonch Division (02) Mirpur Division (02)	Approx. 95 days	Rs. 3000/= On Daily Remuneration Basis For Working Days	<p>i) Master Degree (Statistics, Economics, Math, Commerce)</p> <p>ii) One-year experience as Statistician/supervisor along with Household listing, Field Survey, Numeration etc</p> <p>iii) Hold good communication and written skill in English and national language, should have Creative thinking, drive for results and strong commitment. Should have worked as a team member</p> <p>iv) Computer literacy is must.</p>	<p>The Lister Supervisor will perform the following Tasks:</p> <ul style="list-style-type: none"> <li>• Supervise the listing process for all the clusters</li> <li>• Thoroughly check the structure of listing</li> <li>• Promptly generate field listing tables to monitor the survey quality</li> <li>• Perform entrance of data second time (double entry) &amp; verify the data file</li> <li>• Prepare backup of the checked and verified the household data</li> <li>• Perform all activities of secondary editing on data files and Prepare backup of files</li> <li>• Concatenating and consolidate all cluster data files into one data file</li> <li>• Skillfully export the data to the software</li> </ul>

						<ul style="list-style-type: none"> <li>• Check the coding of listed household</li> <li>• Create the tables required to listing the household</li> </ul>
6	Lister	Total = 12 Muzaffarabad (02) Neelum (01) Jhelum Valley (01) Bagh (01) Haveli (01) Poonch (01) Sudhnoti (01) Kotli (02) Mirpur (01) Bhimber (01)	Approx. 95 days	Rs. 3000/= On Daily Remuneration Basis For Working Days	<ul style="list-style-type: none"> <li>i) Graduation</li> <li>ii) Experience of at least one practical listing and Field Survey with reputed regional/ national/ international organizations</li> <li>iii) Computer literacy is must.</li> </ul>	<p>The lister will perform the following Tasks:</p> <ul style="list-style-type: none"> <li>• Create the sketch for all the clusters</li> <li>• Verify the maps of revenue villages.</li> <li>• Any other task given by the listing team supervisor.</li> <li>• Help in preparing the report.</li> <li>• Undertake listing of Primary and Secondary Sampling Units as assigned.</li> </ul>
7	Field Supervisor	Total = 12 Muzaffarabad (02) Neelum (01) Jhelum Valley (01) Bagh (01) Haveli (01) Poonch (01) Sudhnoti (01) Kotli (02) Mirpur (01) Bhimber (01)	Approx. 150 days	Rs. 3000/= On Daily Remuneration Basis For Working Days	<ul style="list-style-type: none"> <li>i) Master Degree (Statistics, Economics, Math, Commerce)</li> <li>ii) Experience of at least two well reputed practical supervision and Field Survey with regional/ national/international organizations</li> <li>iii) Hold good communication and written skill in English and national language, should have Creative thinking, drive for results and strong commitment. Should have worked as a team member</li> <li>iv) Computer literacy is must.</li> </ul>	<p>The supervisory team will perform following tasks:</p> <ul style="list-style-type: none"> <li>• Get sample household lists and/or maps for each relevant cluster</li> <li>• Discuss any critical problems/modification in any designated cluster</li> <li>• Develop familiarity with the cluster make the best logistic and boarding arrangements for the field staff</li> <li>• Approach local administration/authorities and brief them about the MICS survey plan in the area under their jurisdiction to seek their full support and immense cooperation during the task period</li> <li>• Very carefully prepare the financial, logistic and boarding requirements to provide adequate facilitation to the field team</li> <li>• Get all monetary advances, supplies and equipment necessary well in time for the team to complete its assigned task/interviews without time overrun</li> <li>• Workout appropriate measures and their timely placement for keeping enumerators' morale up along with sound mechanism for ensuring uninterrupted communication with the central office during the fieldwork</li> <li>• Judiciously assign the work to enumerators considering their skill and linguistic competency to ensure equal workload as well as efficient delivery</li> <li>• Skillfully maintain fieldwork control sheets and ensure that assignments are being undertaken professionally.</li> <li>• Regularly forward the filled in questionnaires along with completed progress reports to the Regional Supervisor with an intimation to the MICS secretariat regarding his teams' field location</li> <li>• Promptly share any problems in field with the HQ or Regional Supervisor</li> <li>• Take vehicle in his custody and ensure it/their best use only for project activities</li> </ul>

						<ul style="list-style-type: none"> <li>• Strictly maintain questionnaires confidentiality by ensuring that the results of the interviews are not discussed among enumerators or with others</li> <li>• Make concerted efforts for developing conducive team working environment and a positive team spirit through careful planning of field activities to ensure a quality MICS survey</li> <li>• Perform any other duty/task as and when assigned by Project management</li> </ul>
8	Interviewer (Male)	Total = 12 Muzaffarabad (02) Neelum (01) Jhelum Valley (01) Bagh (01) Haveli (01) Poonch (01) Sudhnoti (01) Kotli (02) Mirpur (01) Bhimber (01)	Approx. 150 days	Rs. 2500/= On Daily Remuneration Basis For Working Days	<ul style="list-style-type: none"> <li>i) Graduation (Math, Statistics, Economics, Commerce)</li> <li>ii) Experience of at least one practical Field Survey with reputed regional/ national/international organizations</li> <li>iii) Hold good communication and written skill in English and national language, should have Creative thinking, drive for results and strong commitment. Should have worked as a team member</li> <li>iv) Computer literacy is must.</li> </ul>	<p>The enumerators/Interviewer will perform the following tasks:</p> <ul style="list-style-type: none"> <li>• Persuade and motivate the household for the interview and obtain his/her permission before conducting the interview</li> <li>• Keep impartiality and neutrality during the whole session while conducting the interview</li> <li>• Strictly avoid suggesting answers or putting words in the mouth of interviewee/respondent</li> <li>• Should not change the wording or sequence of the questions</li> <li>• Deal shy and hesitant respondents with extra care and very tactfully</li> <li>• Avoid creating any expectation regarding assistance based on/ related to the interviewee responses</li> <li>• Extend full cooperation with team supervisor/field editors</li> <li>• Provide adequate assistance to the Measurer during Anthropometry</li> </ul>
9	Interviewer (Female)	Total = 36 Muzaffarabad (06) Neelum (03) Jhelum Valley (03) Bagh (03) Haveli (03) Poonch (03) Sudhnoti (03) Kotli (06) Mirpur (03) Bhimber (03)	Approx. 150 days	Rs. 2500/= On Daily Remuneration Basis For Working Days	<ul style="list-style-type: none"> <li>i) Graduation (Math, Statistics, Economics, Commerce)</li> <li>ii) Experience of at least one practical Field Survey with reputed regional/ national/international organizations</li> <li>iii) Hold good communication and written skill in English and national language, should have Creative thinking, drive for results and strong commitment. Should have worked as a team member.</li> <li>iv) Computer literacy is must.</li> </ul>	
10	Measurer (Female)	Total = 12 Muzaffarabad (02) Neelum (01) Jhelum Valley (01) Bagh (01) Haveli (01) Poonch (01) Sudhnoti (01) Kotli (02) Mirpur (01) Bhimber (01)	Approx. 150 days	Rs. 2500/= On Daily Remuneration Basis For Working Days	<ul style="list-style-type: none"> <li>i) F. Sc. (Medical Science) or Matric with diploma in paramedics.</li> <li>ii) Adequate experience in relevant/ medical field</li> </ul>	<p>The Measurer will perform the following tasks proactively:</p> <ul style="list-style-type: none"> <li>• Should quickly get the child height measuring board along with weighing machines with all the accessories from the Team Supervisor</li> <li>• Timely ensure that machines are in perfect conditions and proper working order</li> <li>• Get sufficient batteries for back up support to avoid any breakdown or emergency</li> <li>• Strictly follow the instructions given in training and manual for the anthropometry measurement in taking height &amp; weight of children under-5</li> <li>• Clearly record the reading obtained at the given place of questionnaire</li> </ul>

**Conditions:**

1. Submit online application at [jobs.pndajk.gov.pk](http://jobs.pndajk.gov.pk) before 16<sup>th</sup> July 2018. Keep print out of online submitted application to be presented at the time of interview. (no need for submission of Hard copy of the application)
2. Hardcopy of online submitted applications along with 01 latest passport size photograph copy of CNIC, academics record, experience certificates, domicile, state subject certificate and CV along with original documents will be required at the time of interview.
3. Government servants having requisite qualification/experience can also apply through proper channel along-with NOC, Candidates with-out departmental permission will not be considered.
4. Department reserves the right to change the number of posts advertised or with-hold further process for recruitment for one or all of above positions.
5. Hiring will be on open merit basis and only shortlisted candidates will be called for test/ interview. No TA/DA will be provided for test/interview
6. Incomplete applications will not be entertained.

**(Muhammad Saleem)**

**Section Officer**

Planning & Development Department

Kashmir Plan House, Block No.11

New Civil Secretariat, Muzaffarabad.

**Ph: 05822-921976**