

## **JOB DESCRIPTION**

قابلیت / اہلیت	نام آسانی	نمبر شمار
<p><b>Qualification:</b> Minimum 16 Years of Education with a Degree Computer Science, Computer Engineering, IT, Management or related from a reputed recognized local or foreign Institution.</p> <p><b>Experience:</b> 2 Years Relevant Experience</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>▪ PMIS Operations: <ul style="list-style-type: none"> <li>• Primary person responsible for program implementation.</li> <li>• Plans activities to achieve the program objectives</li> <li>• Executes activities, supervise program staff, monitors and report progress of the program.</li> <li>• Take necessary actions to keep the project on target on a day-to-day basis.</li> <li>• Responsible for managing the program budget and ensuring that the program achieves its objectives within the funds available and the project timeline.</li> </ul> </li> </ul> <p><b>KPI:</b></p> <ul style="list-style-type: none"> <li>• Assist and coordinate for the Project Manager.</li> <li>• Monitor &amp; manage all the activities of the department.</li> <li>• Close coordination with the head office team, site team &amp; management.</li> <li>• Correspondence with client departments.</li> </ul>	<p>پروگرام آفیسر</p>	<p>1.</p>
<p><b>Qualification:</b> Intermediate/FA/FSc. Minimum 6 months Diploma / Course in using Computer applications.</p> <p><b>Experience:</b> Minimum 6 months of Relevant Experience</p> <p><b>Typing Speed:</b> Minimum 40 Wpm in English.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>▪ PMIS Operations: <ul style="list-style-type: none"> <li>• Insert data by inputting text based and numerical information from source documents within time limits</li> <li>• Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry</li> <li>• Review data for deficiencies or errors, correct any incompatibilities if possible and check output</li> <li>• Apply data program techniques and procedures</li> </ul> </li> </ul> <p><b>KPI:</b></p> <ul style="list-style-type: none"> <li>• Enter correct entries of Jails in the software.</li> </ul>	<p>ڈیٹا انٹری آپریٹر</p>	<p>2.</p>