

PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION FOR THE POST OF DEMOGRAPHER (BS-17)

Main Responsibilities and Tasks:-

1. Coordinate with stakeholders to review the existing practices and policy formulation for implementation of web-based LMIS at district and sub-district levels including regular reporting / uploading of data, analyzing and quality assurance of data;
2. Oversee the monitoring of SDP / SHF / IRMNCH, district and provincial level reporting forms for accuracy and timeliness, and compile regular reports on their status and content (formal M&E requirements to be developed).
3. Supervise and assist the stakeholders in implementing web-based LMIS by generating periodic reports for district and field stores throughout province.
4. Build capacity of Govt. of Punjab counterparts at all levels interventions in entry and analysis of health commodities data through web-based LMIS. Follow-up with district staff of ensure training skills are applied at the field level.
5. Analyze LMIS data every month for corrective actions at field level and perform Supportive supervision of district level staff.
6. Analyze LMIS consumption and inventory management reporting compliance of provincial and district level on monthly basis to identify the issues and disseminate among stakeholders suggesting immediate action.
7. Monitor logistics data, and produce quality reports for public / private stakeholders, donors, and other audiences, as and when required.
8. In coordination with department, plan and support the training of provincial, district / field staff.
9. Ensure that districts are providing quality stock status information for the Quarterly Contraceptive Stock Status report.
10. Develop strategies, roadmaps, principles, standards, and best practices for support services for LMIS.
11. Develop recommendations to improve and prevent issues in MIS.
12. Pipeline monitoring to ensure required stock levels are maintained at each level of supply chain and procurement process is initiated in time to avoid stock outs.
13. Provide regular written and verbal reports and updates, by email or in person, to the supervisor, on planned and actual activities, site visits, progress, constraints, and related issues.

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