

Government of Pakistan
M/o National Health Services, Regulations & Coordination
NATIONAL INSTITUTE OF POPULATION STUDIES

JOB OPPORTUNITY

The National Institute of Population Studies (NIPS) is implementing an activity titled "Pakistan Demographic and Health Survey 2024-25". NIPS requires the services of suitable candidates for office-based posts. The details are as under: -

S #	Detail of Posts	Duration (Months)	No. of Posts	Age (Years)	Pay	Qualification(s) / Experience Required
1	Project Advisor	12	01	Minimum age 50 years	650,000/- Per Month	Ph.D. or MPhil degree from HEC recognized reputable national or international institution/university in Social Sciences i.e. Demography, Economics, Statistics, Anthropology, or Sociology, with at least twenty-five years of experience in conducting national-level household surveys on reproductive health and family planning, strong project management, analytical writing skills and should be computer literate.
2	Principal Investigator	12	01	Minimum age 50 years	650,000/- Per Month	Ph.D./MPhil/Master degree from HEC recognized institution/university in Demography/ Economics/ Statistics/ Anthropology/ Sociology/ Public Health with at least twenty-five years of experience in research and project management. The candidate should have analytical skills in the areas of family planning, reproductive health, and maternal health. Previous experience in managing field/household surveys, knowledge of the stages of conducting surveys, and computer literacy are highly desirable.
3	Data Processing Manager/Data Analyst	12	01	Maximum age 50 years	400,000/- Per Month	MSc/MA/BS or Master's degree from HEC recognized institution/university in Computer Science/Economics/ Statistics with a minimum of six years of experience in data analysis and application development. Should have a complete familiarity with SPSS, STATA, CPro, etc., and should have worked as a team leader of an IT unit in the field of data collection at the national level with clear concepts of application-based quality data collection and monitoring.
4	Data Supervisor	12	01	Maximum age 50 years	250,000/- Per Month	MSc/MA/BS or Master's degree from HEC recognized institution/university in Computer Science/Economics/ Statistics with proven experience of at least five years in data processing, data entry supervision, deployment/ troubleshooting of enterprise computer network and system administration in large surveys. In addition to the above, the candidate should have strong interpersonal skills, and good command over statistical packages such as CPro, SPSS, and STATA, etc.
5	Office Coordinator	12	02	Maximum age 45 years	150,000/- Per Month	M.Phil./MS/BS or Master's degree from HEC recognized institution/university in Social Sciences from a reputable recognized university with experience in national-level surveys, maintaining the records, and coordination with field teams.
6	Project Assistant	12	02	Maximum age 45 years	100,000/- Per Month	M.Phil./MS/BS or Master's degree from HEC recognized institution/university in Social Science i.e. Demography, Economics, Statistics, Anthropology, or Sociology from a reputable recognized university with at least five years of experience in research. The candidate should have previous work experience in health and population, project management, and analytical skills.
7	Administrative Officer	12	01	Maximum age 50 years	100,000/- Per Month	MBA/Master of Public Administration/BBA/BS Public Administration from HEC recognized institution/university with computer skills, good typing speed, and experience in Administration/ Accounts Matters.

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8	Provincial Field Coordinator	04	06	Maximum age 45 years	100,000/- Per Month	M.Phil./Master's degree from HEC recognized institution/university in Social Sciences from a reputable recognized university with experience in national level survey, coordination, monitoring, maintaining the records, and coordination with field teams.
9	Administrative Support/Accounts Personnel	12	02	Maximum age 50 years	90,000/- Per Month	BBA/BS Public Administration/MA/M.Sc. from HEC recognized institution/university with computer skills, good typing speed, experience in administration/Accounts Matters, file work and letter preparation.
10	Data Managing Assistant	06	02	Maximum age 45 years	80,000/- Per Month	MSc/MA/BS or Master's degree from HEC recognized institution/university in Computer Science/Economics/ Statistics with proven relevant experience of at least three years. The most suitable candidate will have good command over statistical data packages especially CPro, SPSS, STATA, strong interpersonal skills, and analytical skills.
11	Support Staff	12	02	Maximum age 40 years	45,000/- Per Month	Matric passed and has previous experience.

1. No TA/DA will be admissible for the candidates.
2. Applicants who do not fulfill the criteria will not be entertained.
3. For any query, please contact Admin, NIPS during office timings i.e. 08:30 AM to 3:00 PM.
4. The Institute reserves the right to stop the recruitment process at any stage and also to increase or decrease the number of vacancies/durations according to the rules.

Apply online within 15 days of this advertisement, Online Application Form and details of TORs are available at the NIPS website; www.nips.org.pk
Contact No. ISB: 051-9255937 & 051-9255940