

## JOB OPPORTUNITY



Hashoo Foundation is a progressive and dynamic NGO, leading the way in human development and poverty alleviation by implementing viable economic development, educational and capacity building programs

Hashoo Foundation is implementing livelihood project "Improving Micro Enterprise in Dairy" in Bahawalpur. Purpose of the project is to implement a 30 months Value Chain Development in dairy subsector that will increase income levels of 6,000 beneficiaries (predominately women) engaged in the dairy sector.

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<b>Post title:</b>	Database Officer
<b>Location:</b>	Bahawalpur
<b>Contract Period:</b>	From joining date till January, 2014
<b>Salary Range:</b>	Around 25,000 per month
<b>Fringe benefits:</b>	Gratuity, medical allowance, life insurance, trainings & exposure visits

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**Job Purpose:** Database Officer is responsible for the beneficiary database management of the project. The position is based in the project office Bahawalpur and reports to Monitoring & Evaluation Officer. The incumbent also takes direction from the Project Manager and other project staff to develop and maintain the databases.

### **Main Responsibilities & Tasks:**

- Maintain existing database, developed in MS Access
- Propose and modify database structure, entry forms, queries and reports as and when required
- Design and develop databases in ACCESS to meet the project additional data requirements
- Collect and organize data collected from field and progress against the planned activities timely
- Clean and enter updated and new data into project database
- Prepare weekly/monthly and quarterly progress reports
- Liaison with the staff to facilitate the flow of information

### **Required Competencies:**

- Minimum education requirement is BCS or BIT
- At least 2 years experience in RDBMS using MS Access
- Advance knowledge of MS Office products, notably MS Access and MS Excel
- Willingness to travel in field
- Positive attitude towards working in a team and helping other people
- Proficiency in written and spoken Urdu and English

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Interested candidates may send their CVs at [hr@hashoofoundation.org](mailto:hr@hashoofoundation.org) or send to HR Department at House No 7A, Street No 65, Islamabad F-8/3 latest by **February 29, 2012**. For more details please visit our website [www.hashoofoundation.org](http://www.hashoofoundation.org)

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