The Government of Punjab is implementing an Education Sector Reform Programme (PESRP) with the assistance of the World Bank to support and scale-up specific interventions to improve education system. For the purpose, PMIU intends to hire the services against the following position:

**Terms of Reference for the position of Assistant**

Assistant will carry out the following assignments in close coordination with Manager MIS, PMIU:

- Verification / Validation of data
- Data Cleaning
- Collection of data
- Arranging printing of formats (budgeting etc.)
- Distribution of forms to DMOs for data collection & supervision
- Coordination with DIOs etc.
- Any other duty as assigned by PD, PMIU

**Qualification & Experience**

- The candidate should have a Graduate from a recognized university
- Must have more than 5 years experience in computer applications & data cleaning etc.
- should have 10,000 key depressions per hour and typing speed 40 w.p.m.