



## Job Description – Enumerator

<b>Minimum Educational Qualification:</b>	<b>Bachelor's Degree</b>
<b>Experience:</b>	<b>Fresh</b>
<b>Location</b>	Islamabad
<b>Honorarium</b>	Minimum basic pay as per Gov rules.
<b>Duration</b>	<b>March 18, 2024 to May 31, 2024</b>

### **Responsibilities/Duties:-**

- Collaborate with project managers and team members to gather all relevant project data and documentation.
- Assist in organizing and cataloging project-related files, reports, and other documentation.
- Review and verify project data for accuracy and completeness..
- Support in drafting project completion reports for internal and external stakeholders.
- Coordinate with team members to ensure timely completion and submission of all project documentation.
- Provide administrative support as required, including scheduling meetings, maintaining calendars, and organizing files.
- Any other task assigned by the supervisors.

***This vacancy is required to be filled on an urgent basis and CVs will be reviewed and candidates will be selected on a rolling basis.***

**Please send your CV at [hope87.jobs@gmail.com](mailto:hope87.jobs@gmail.com) by March 14, 2024, not later than 11:00 AM PST.**