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| Job Description |
| Job Profile |
| Job Title | Regional Coordinator (Multan) |
| Department | Southern Punjab |
| Job Location | Region Office, Multan |
| Job Type | Permanent |
| Job Summary |
| Regional Coordinator (Multan) ensures efficient and accurate data management across the region, ensures compliance with data standards, and focuses on optimizing processes by identifying gaps. This role is also responsible for building the capability of the team to improve overall operational effectiveness. |
| Profile Benchmarks |
| Minimum Qualification | Bachelors/Masters in Computer Science or related field |
| Experience Required | 3-5 years of experience in data analysis |
| Knowledge and Skills | * Project management skills
* Strong analytical skills and attention to detail
* Understanding of Analysis tool such as Power BI
* Proficient with MS Excel and PowerPoint
* Passionate to work for a not-for-profit and a cultural fit for TCF
* Impact < Operational Risk Management
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| Job Description |
| Job Responsibilities | **Data Management & Compliance:*** Responsible for reliability and efficiency of Student Management System, by ensuring all modules are consistently updated, deployed, and accessible across the region.
* Responsible for enhancing data reliability and performance tracking by supporting timely data updates at the school level, reviewing KPI dashboards to identify trends and improvement areas.
* Resolve data inaccuracies on dashboards promptly to maintain the integrity and accuracy of data.
* Support regions and areas with data collection, verification, and resolution of data-related issues.

**Process Optimization:*** Understand improvement areas from regional teams and act as a single point of contact with the Operations Excellence team to drive process enhancements and operational improvements.
* Streamline processes by identifying gaps in workflows and timely communicating them to relevant stakeholders leading to efficient and effective operations.
* Address issues promptly to improve operational efficiency by ensuring timely closure of IOs.
* Enhance clarity and understanding of policies on the ground and offer feedback for ground-level operations improvement.

**Performance Review & Monitoring:*** Organize and manage regular performance reviews and meetings to ensure alignment with regional objectives.
* Maintain and update performance trackers for timely interventions and improvements.

**Support for Special Projects:*** Provide regional support for Special Projects by assisting with UATs, pilots, surveys, and feedback collection and analysis for alignment with regional needs.

**Training and Capacity Building:*** Enhance staff understanding of system tools and modules by leading training initiatives, for principals, area, and regional staff on system-related modules (e.g., SMA, SMS).
* Ensure regional and area teams receive necessary resources and assistance for effective data management by providing ongoing support for data-related needs and requirements.
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| Applications Deadline: | September 30, 2025 |
| Apply at: | <https://careers.tcf.org.pk/job/regional-coordinator-multan-2/>  |
| Expected Joining Date | ASAP |
| Website: | https://www.tcf.org.pk  |