



# SINDH INSTITUTE OF OPHTHALMOLOGY & VISUAL SCIENCES (SIOVS), HYDERABAD

@ Eye Hospital Journalist Colony, Hyderabad  
Phone : +92-22-9210351-2, +92-22-2106800, Fax : +92-22-2106802  
Web: [www.siovs.edu.pk](http://www.siovs.edu.pk) E-Mail: [info@siovs.edu.pk](mailto:info@siovs.edu.pk)

## PROJECT BASED VACANCIES

The Sindh Institute of Ophthalmology & Visual Sciences (SIOVS) in Hyderabad is currently inviting applications for the position of Ophthalmic Technician /Data Entry Operator in the "Comprehensive Eye Care for Female Agriculture and Garments Factory Workers". This project is being implemented in collaboration with the Fred Hollows Foundation.

The following staff is required for the implementation of the project:

S No	Name of Position	No. of Posts	Placemen t	Qualification & Experience
01	Ophthalmic Technician/ Data Entry Operator.	1	District Sanghar Sindh, Pakistan	At least a Degree of High school diploma or equivalent qualification and diploma of Ophthalmic Technician. Additional certification in data entry or related fields is a plus. An equivalent qualification from HEC recognized Institute/University, with one year of experience in a related field will be preferable.

### Important Notes:

1. All eligible and interested candidates must forward their resume at the email address [siovshr.communitydepartment@gmail.com](mailto:siovshr.communitydepartment@gmail.com) and copying to [program\\_officer@siovs.edu.pk](mailto:program_officer@siovs.edu.pk)
2. The Candidates are informed to submit their resumes latest by December 2, 2023.
3. Only Shortlisted candidates will be called for interview and written test.
4. Canvassing in any manner will lead to disqualification.
5. No TA/DA will be paid for appearing in the written test/Interview.
6. The candidate must have the domicile of Sindh Province.
7. The Institute reserves the right to increase or decrease the number of seats or cancel the whole advertisement.

Regards,  
Deputy Director  
Ophthalmic Community Services  
SIOVS Hyderabad



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## Job Responsibilities:

- History Taking: The Ophthalmic Technician will take the patient's detailed medical histories and document them.
- S/he Advice, perform and interpret ocular diagnostic tests such as OCT, FFA, Perimetry, Corneal Topography, and B-scan.
- S/he will Provide pre-surgical and post-surgical care to the patients.
- Accurate Data Entry: Input various types of data, including text, numerical, and other relevant information, into our internal databases and systems with a high level of accuracy and efficiency.
- Data Verification: Review and cross-check data for errors, inconsistencies, and inaccuracies, ensuring that all entered data meets the established quality standards.
- Record Maintenance: Update and maintain existing records in the database by making necessary changes and adjustments as required.
- Data Formatting: Organize and format data entries to enhance readability and clarity, following established formatting guidelines and standards.
- Data Integrity: Ensure the confidentiality and security of sensitive information during the data entry and management processes.
- Timely Completion: Meet daily or weekly targets for data entry volume while adhering to project timelines and deadlines.
- Reporting: Generate regular reports summarizing data entry activities, accuracy levels, and any identified issues for management review.
- Collaboration: Collaborate with other team members to resolve data-related discrepancies and coordinate on data-related projects.
- Process Improvement: Identify opportunities for process optimization and efficiency enhancement in data entry workflows.
- Quality Control: Assist in implementing and maintaining quality control procedures to ensure data accuracy and consistency.
- Documentation: Maintain accurate and up-to-date documentation related to data entry procedures and processes.

## Required Skills:

- Typing Proficiency: Strong typing skills with a focus on speed and accuracy. A minimum typing speed of [typing speed] WPM is preferred.
- Attention to Detail: Meticulous attention to detail is essential to maintain data accuracy and integrity.
- Computer Literacy: Proficiency in using data entry software, Microsoft Office Suite (Excel, Word), and a basic understanding of database systems.
- Communication Skills: Effective written and verbal communication skills to coordinate with team members and convey any data-related issues.
- Time Management: Ability to prioritize tasks and manage time effectively to meet data entry targets and deadlines.
- Problem-Solving: Capacity to identify errors, inconsistencies, and discrepancies in data and take appropriate corrective actions.
- Confidentiality: High level of integrity and ability to handle sensitive and confidential information with discretion.



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- Adaptability: Willingness to learn and adapt to changes in data entry procedures, software, or tools.
- Team Player: Able to collaborate and work well within a team environment to achieve common goals.

**Note: Person with disabilities, women and minorities are encouraged to apply.**