

# **TERMS OF REFERENCE**

## **MANAGEMENT INFORMATION SYSTEM (MIS) OFFICER**

<b>Vacancy No</b>	:	ABDP/PCU/2020/01
<b>Position</b>	:	Management Information Systems (MIS) and Knowledge Management Officer
<b>Location</b>	:	Nyeri
<b>Reports to</b>	:	Senior Monitoring & Evaluation and KM Officer

The MIS and KM Officer will provide general ICT support for the Programme including maintenance of the including accounting and M&E MIS. In addition, a key responsibility of this position is to promote the effective use of information and the institutionalised management of information and knowledge products (data systems and analysis, policy documents, programme training materials, internal PCU management procedures and systems, programme results etc). The objective of this function is to support improved working practices based on the identified information and knowledge needs of the Programme and staff, as well as external stakeholders. The contribution of this position is expected to contribute to the improved programme performance and sustainability through more effective and institutionalised approaches to the generation, collection, processing, management and dissemination of knowledge products and other information-related materials. While the Officer may be stationed at either the PCU offices in Nyeri or the Regional Office in Kisumu, he/she will be required to support the MIS and KM functions of the entire Programme..

### **Key Responsibilities**

- Support co-ordination of systems development, implementation and maintenance,
- Support troubleshooting and maintenance of the Programme's ICT systems including Accounting and Monitoring and Evaluation system,
- Support the Programme employees in the implementation of the user defined systems at all times,
- Prepare progress reports of systems developed regularly

- Take lead in developing the Programme's ICT policy and procedure and regularly update the same,
- Conduct regular system evaluation and adherence to established Information Communication Technology (ICT) standards,
- Enforce corrective actions where there are identified deviations to ICT standards regularly
- Coordinate the technical evaluation of ICT hardware and software to be procured (when need arises)
- Keep abreast of the latest industry developments in ICT and M&E for best practices and continuous improvement
- Carry out administrative duties required to function within ABDP National and Regional office and work alongside other staff,
- Develop and maintain the Programme website.
- Develop and maintain the Programme internal IT network and server systems to promote access to all information and communication services.
- Develop or coordinate the development of internal products, for improved programme implementation, and external products, to showcase the programme's performance.
- Coordination with county implementation teams and strengthen these teams' capacity to make better use of information to better programme implementation or visibility
- Provide crosscutting analysis related to ABDP's work in the country, particularly with regard to the programme's contribution to GOK and IFAD mandate of rural development.
- Support the programme reporting process to ensure high-quality, timely reporting to GOK and IFAD on results achieved and resources used;
- Collaborate with technical units within the Programme to develop an evidence base for the Programme impacts;
- Based on documented evidence, develop information and knowledge products in collaboration with other Programme functional leads, public information and reports that demonstrate the role of ABDP in addressing food insecurity and nutrition, and in mainstreaming gender, youth and vulnerable groups into the aquaculture value chain.
- Support county implementation teams organise, package, utilise and disseminate relevant information to inform programme implementation and for external audiences;
- Collect lessons learned, best practices and proven innovations in programme implementation, and disseminate them to stakeholders

- Support in monitoring and review of regular sources of information and data from programme counties required for the regular updating of information and knowledge products, e.g., M&E reports, evaluations and outcome surveys.
- Perform other related duties, as required.

### **Minimum Qualifications**

- Bachelor's degree in Computer Science, Information Communication and Technology, Electronics or Electrical Engineering or other related fields
- Certifications in database management such as SQL will be an added advantage
- Applicants for this post will be required to satisfy the requirements of Chapter Six of Kenya Constitution 2010 by attaching copies of the following:
  - *Certificate of Good Conduct from the Director of Criminal Investigations;*
  - *Clearance Certificate from the Higher Education Loans Board;*
  - *Tax Compliance Certificate from the Kenya Revenue Authority;*
  - *Clearance from the Ethics and Anti-Corruption Commission; and*
  - *Report from an Approved Credit Reference Bureau.*

### **Desired Attributes and Experience**

- Five (5) years' relevant work experience. Experience in similar donor funded projects will be an advantage.
- Experience working with databases (DBMS) in a busy organization/environment
- Experience in designing and using mobile data collection tools such as Open Data Kit, KOBO Toolbox, Magpi among others
- Technologically-savvy and with advanced Computer Literacy skills,
- Excellent administration and organization skills
- Initiative to assume responsibility for tasks and projects
- Ability to effectively and professionally handle numerous issues, tasks and assignments
- Knowledgeable on hardware and software aspects of ICT
- Excellent interpersonal and management skills, including an ability to work effectively in a team and to establish and maintain effective working relationships.
- Strong communications skills, both oral and writing, in English



