JOB DESCRIPTION	**HR#002**

1.0 Position Summary	
1.1 Position: MIS Officer	1.2 Department/Project: Delivering Accelerated Family Planning in Pakistan (DAFPAK)
1.3 Category/Grade: Professional - 2	1.4 Duty Station: Islamabad with frequent travel to the project areas in Sindh and Punjab
1.5 Reporting to: Project Manager, DAFPAK	

2.0 Job Responsibilities

RSPN is implementing the project titled 'Delivering Accelerated Family Planning in Pakistan (DAFPAK) in six districts of Punjab and Sindh Provinces, i.e., Bahawalpur, Rahim Yar Khan, Toba Tek Singh, Jhang, Shikarpur and Kambar ShahdadKot. The project is funded by FCDO through Population Services International (PSI) and focuses on sensitisation of organised communities in six districts on Health especially Family Planning, Nutrition and Hygiene through social mobilisation and doorstep service delivery approach. RSPN is working with organised communities for the identification of Community Resource Persons (CRPs) who conduct door-to-door visits for sensitisation of the communities on birth spacing issues and sale of health and hygiene products.

Based on the learnings from the project districts, RSPN intends to strengthen the BIB (Business in Box) and Family Planning (FP) service delivery operations in all districts with special focus on Bahawalpur where RSPN is going to digitise all the BIB and service delivery activities in all districts with 1800 CRPs. The concept is to build upon existing rural outreach of RSPN to develop technology oriented and economically empowered, rural women sales forces, to deliver products and services for a range of commercial companies, donors, communities as well as the Public Sector, while achieving financial sustainability.

MIS Officer will play a vital role in overseeing and optimising the data management of mix service delivery and BIB operations. His/her primary responsibility will be to manage and enhance the capacity of service providers and CRPs on digitisation of data. The role requires a combination of business and services data management, strong negotiation and analytical skills and output presentation.

Key Responsibilities:

i) Assess the existing MIS mechanism, provide inputs for improvement of MIS/data management and prepare record keeping and reporting tools as per requirements.

ii) Conduct training and provide on job coaching to the district teams on MIS data management, record keeping and reporting.

iii) Collect information /data of trainings, community mobilisation and services from the field teams on weekly/monthly/quarterly basis and analyse the information with performance indicators and produce reports for RSPN management and donor.

iv) Maintain the data/information in the existing software as well as hard copy on weekly/monthly/quarterly basis;

v) Prepare monthly performance comparison/trend analysis of districts to assess the pace of progress against the KPIs;

vi) Undertake field visits to validate data/information at RSPs/district level;

vii) Assist the project team project in compiling the monthly / quarterly progress reports of the project;

viii) Perform any other relevant official assignment given by the Supervisor or RSPN Management.

3.0 Required Qualifications, Experience and Skills

3.1 Education: Master's degree in Statistics/ Economics /Social Sciences or relevant field;
Note: 4-year Bachelor (Hons) degree after 12-year schooling will be considered equivalent to Masters' degree.

3.2 Experience:
- Minimum of two years of working experience in the relevant field;
- Experience of working in/with health related projects will be given preference;
- Experience of conducting trainings will be an advantage.
3.3 Skills:
- Strong skills in data analysis. Good command in MS Office;
- Report writing skills;
- Excellent linguistic skills in English and Urdu.
- Self-motivated, team player and able to work with minimum supervision.