

MIS/IT Specialist - Proposed

Monitoring and Evaluation Project in Liberia

IBI International is seeking qualified individuals for the position below to be included in a proposal it is preparing for submission to USAID. To be considered for this position, please send your CV by email to Ms. Soce Sene at ssene@ibi-usa.com. Only shortlisted candidates will be contacted. No phone calls please.

This is a long-term position to be based in Monrovia, Liberia.

a) Educational requirements/Preferred Qualifications:

- A university degree in Computer Science, Information Technology or related field is required. Another university degree with relevant experience may be accepted in lieu of an IT-related degree.

b) Experience requirements:

- The MIS/IT Specialist should have demonstrated success in design, development and implementation of complex database systems of this scope and complexity.
- The MIS/IT Specialist should have extensive experience, at least seven years or more, in database development and operations.
- The MIS/IT Specialist should have at least five years or more working experience in the field of Management Information Systems.
- The MIS/IT Specialist should have well demonstrated task planning and task monitoring skills.
- The MIS/IT Specialist should have demonstrated excellent data analytical skills.
- The MIS/IT Specialist should have demonstrated continuous professional excellence.
- The MIS/IT Specialist should have demonstrated ability to work in a team environment and across organization boundaries.
- The MIS/IT Specialist should have demonstrated excellent verbal and written communication skills.
- The MIS/IT Specialist should have demonstrated proven ability to direct, coach and develop staff.

- The MIS/IT Specialist should have demonstrated proven ability to diagnose and resolve technical problems efficiently and under pressure.
- The MIS/IT Specialist should have a solid understanding of monitoring and evaluation.
- The MIS/IT Specialist with at least two years or more experience of working with development agencies, similar to USAID, will be viewed positively.
- The MIS/IT Specialist with several years of experience working in developing countries will be viewed positively.

c) Anticipated Roles, but not limited to the following:

- The MIS/IT Specialist will develop M&E database/mapping/ reporting systems based on USAID/Liberia's needs and requirements.
- The MIS/IT Specialist will administer, maintain and troubleshoot the M&E database/mapping/reporting systems.
- The MIS/IT Specialist will provide technical support to all concerned personnel on the M&E database/mapping/reporting systems.
- The MIS/IT Specialist will ensure necessary backup procedures for all M&E database/mapping systems that are in place, and that regular data backups are made.
- The MIS/IT Specialist will be prepared to make periodic and ad-hoc reports as required.
- The MIS/IT Specialist will provide the systems with in-code and technical documents, as well as a user manual.
- The MIS/IT Specialist will ensure that data verification procedures are in place and that data security and integrity of the M&E database/mapping tool is maintained.
- The MIS/IT Specialist will be responsible for ensuring quality control and the overall responsiveness of technical assistance on database and mapping tool/systems developed under the Contract.
- The MIS/IT will prepare training materials and provide training to all concerned personnel at USAID/Liberia and IPs.