

The Poverty Reduction Fund

Terms of Reference.

Name of Position:	Management Information System (MIS) Officer
Number of positions	1
Directly report to:	Head of Monitoring and Evaluation Division
General responsibility:	Follow up and Operating MIS System of the project
Station:	Duty station will be the PRF National Office in Vientiane; however occasional missions will also be required in the PRF target provinces, districts, koumbans and villages.
Contract Duration:	12 month (with renewable). There will be an initial probation period of 3 months; extended contract will be base on periodic and annual performance reviews.

Duties and Responsibilities:

A comprehensive monitoring and evaluation system has been set up to track whether PRFII is proceeding according to its principles and procedures, and whether it is meeting its stated objectives. Therefore, the MIS officer, he/she has to perform the following tasks:

Key Function:

- Ensure the management information system (MIS) captures and monitors all aspects of the PRF within the framework established by the project guidelines, including but not limited to PRF inputs, outputs, outcomes, impact, relevance, sustainability, degree of achievement of PRF objectives, identification of lessons learnt best practices etc.
- Ensure that all unit concerned (ME, ENG, F&A (Procurement) and CD) had proper system and capture all data, including planning data, survey data, and implementing progress both physical and disbursement to the MIS system from the village, koum ban and district level to be available at Provincial level.
- Ensure that all unit concerned (ME, ENG, F&A (Procurement) and CD) had entry all planning data, survey data, and implementing progress both physical and disbursement, Feedback and Resolution information, including the meeting and training and site visit report to the MIS system.
- Oversee the compilation of timely reports and follow-up physical and disbursement progress of sub-projects implementation in project target provinces, districts, Koumban and Village.
- Work closely and assist the Head of M&E Division to ensure the management information system (MIS) captures and monitors all aspects of the PRF within the framework established by the project guidelines, including but not limited to PRF inputs, outputs, outcomes, impact, relevance, sustainability, degree of achievement of PRF objectives, identification of lessons learnt, best practices etc.
- Assist the M&E Head Division to take primary responsibility to further develop and improve the MIS such as development some more modules and components so as to make it more effective, simple and user-friendly, cost-effective, reliable and efficient

- Assist the M&E Head Division and work closely with Data analysis and Evaluation officer and Reporting Officer to develop an appropriate necessary information and necessary for reporting and data analysis according to PMT and Donors supervision.
- Work closely with the project's Monitoring Information System to identify areas requiring additional information and regular performance monitoring and evaluation, and to oversee the compilation of timely reports
- Assist the M&E Head Division to organize workshops on performance monitoring and evaluation and provide on-the-job training and backstopping to the PRF staffs at national, provincial and district levels.
- Provide regular advice to the PRF national Project Management Team (PMT), PRF staffs at National, Province and District level with regard to MIS issues and relevance activities(installing software and oversee the functioning of MIS, data entry and ensure the entry data were uploading to main server in Vientiane office)
- Organize workshops on performance of Information Management System to the PRF provincial, Districts to ensure the functioning of the MIS and performance was on track.
- Provide regular Revise and update regularly methods, formats and analytical progress of the M&E system
- Decide on how to record, report and analyze progress against the Annual Work Plan and Budget (AWPB) and project operation manual and update information needs of project management, line agencies, primary stakeholder, cooperating agencies.
- Update, upgrade and adjust reports and system of Management Information System according to the need of the Government, Donors and PRF project of fulfill the Project Development Objectives.
- Perform other tasks as may be assigned by the head of M&E Division and PMT.

Qualifications and Experiences:

- A University degree or equivalent in Information Technology (IT), Business Administration or related field.
- Relevant work experiences in IT management and development project of national or international company/organization.
- An ability to work independently, within an interpreted framework of the project's requirements.
- A good understanding of project planning, project formulation, prioritisation, monitoring, evaluation and analysis.
- Good interpersonal, social relationship and team work environment.
- Be able to write project report and assessment in both Lao and English language.
- Fluency in Lao and English (speaking, writing, and reading skill).
- Ability to speak any ethnic group language in Laos is considerable.
- Women are encouraged to apply.