TERMS OF REFERENCE (TOR)

MIS Specialist

Background:

A Public Financial Management Unit (PFMU) has been established in the Finance Department, to implement Punjab Resource Improvement and Digital Effectiveness (PRIDE) Program. It is a five-year program funded by International Bank for Reconstruction and Development (IBRD) – World Bank Group, with objectives to strengthen Public Financial Management (PFM) Systems and revenue mobilization in the province as well as to promote coherent PFM systems. The PFMU is responsible for day to day Program management in collaboration with other implementing agencies including BOR, E&T Department, PRA. PFMU will work as coordination and implementation Unit and facilitate the FD and Tax Collecting Agencies in implementing the reforms envisaged under PRIDE Program, as it is a multi-sectoral program which is complex in nature and requires a strong coordination and backstopping mechanism for execution of Program activities.

Main Responsibilities:

i)   Assess the information needs of the different parts of the FABS (Financial Accounting & Budgeting System) and review and prepare the forms produced at the different stages of the project cycle; assess the reporting obligations of FABS.

ii)   Design a first draft of the MIS information system model (Database structure and information flow); and MIS hardware network.

iii) Select the MIS platform [database and programming language (back-end and front-end software).

iv)   Design and prepare the MIS operational manual;

v)   Introduce an integrated web-based MIS system for all levels of financial management stakeholders.

vi)   Review and validate the consistency and accuracy of MIS data; discuss with users the findings and propose corrections, adjustments and/or improvements.

vii) Dissemination of data for analysis and reporting against indicators and activities, for information flow to keep critical data up-to-date, and assist in the development of various MIS forms for data collection and analysis as required.

viii) Prepare reports by using existing MIS data, develop and prepare the required documents using a friendly report generator; assist in analysis and reporting in order to provide a precise picture of the humanitarian situation, recovery and resilience.

ix)   Generate statistical reports, graphs, maps, infographics, and follow up on trends of specific indicators on monthly basis.

x)   Work closely with the Finance Department's team, and other relevant partners to ensure consistency of data collection, compile and archive analyses and reporting of various primary and secondary data from various sources.

xi)   Provide technical advice and support the project implementing partners on processing subsystems (e.g. designing of MIS and sub-project monitoring, data analysis subsystems (e.g.:

information for planning and management, information for monitoring and evaluation, etc) and integrity of an information system.

xii) Develop relationships, provide on-going liaison to ensure information flows are established and maintained, and help reinforce capacity of partners in the collection of data according to standardized practices.

xiii) Developing mechanism and protocols for data sharing, data management and data hosting

xiv) Perform any other relevant duties as assigned.

Qualification and Experience:

➢ Minimum 16 years' education in Computer Science / Computer Engineering / Information Technology / Electrical Engineering / Electronics Engineering from a reputed Foreign University or a HEC recognized institutions

➢ Post qualification relevant professional experience of 10 years in corporate / public sectors in the fields of MIS, web and software development, IT consulting and /or IT advisory at national / or international level

➢ Experience / Certifications relating to MIS / ERP / ICT solutions with international organizations / donor agencies will be preferred.

➢ Candidate must possess strong analytical as well as advanced quantitative skills to support economic research and analysis ➢ Strong knowledge in planning and implementing MIS related activities