IT/MIS Officer

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| * **Job Location**: Khanewal, Multan | * **Positions**: 3 |
| * **Experience**: Minimum 2 years | * **Last Date to Apply**: 21 January 2025 |

**Background**

A consortium of two national NGOs has partnered with Government of the Punjab to implement a two- and half-year health project in Multan and Khanewal districts. The projects aim at improving the accessibility of the BISP beneficiaries married women (15-49 years) with family planning services. The goal is to reach eligible married women of reproductive age (MWRA) in BISP households and educate them about the benefits of healthy timing and spacing of pregnancies.

**Job Purpose**

The **Management Information Systems (MIS) Officer** will be responsible for ensuring the smooth execution and maintenance of IT systems and data management tools within the district. This role will involve managing technical infrastructure, providing support for the beneficiary tracking system, ensuring accurate data collection, and resolving IT-related issues in a timely manner. The officer will also assist in the implementation of Family Planning (FP) services by supporting the project team in maintaining accurate, secure, and accessible data related to BISP beneficiaries.

**Key Responsibilities**

* Ensure the smooth functioning and maintenance of IT systems in the district, including troubleshooting and resolving any issues.
* Oversee the technical infrastructure and ensure that data management tools and systems are operating optimally, both in the office and in the field.
* Assist in providing training sessions to healthcare providers on using the BISP beneficiaries’ verification system.
* Provide technical assistance and troubleshooting for the mobile app used for BISP MWRA (Married Women of Reproductive Age) verification.
* Ensure accurate and up-to-date data maintenance for BISP MWRA beneficiaries, particularly using mobile apps for data collection.
* Assist in the creation, organization, and maintenance of family profiles, ensuring the accurate capture of FP-related information.
* Support the development of mapping sheets for BISP beneficiaries to ensure data accuracy and completeness.
* Generate and provide regular reports on the status of FP services and BISP MWRA data.
* Collaborate with the project team, healthcare providers, and stakeholders to ensure the successful implementation of IT systems and processes.
* Provide technical support for managing and distributing Family Planning products, ensuring accurate tracking and reporting within the system.
* Continuously monitor IT systems and mobile applications to ensure they meet the needs of the project.
* Recommend and implement improvements to enhance system efficiency.
* Provide general administrative and technical support to the MIS team to ensure efficient completion of tasks.

**Qualifications**

16 years of education in Computer Sciences, IT, or a related field from an HEC-recognized institute.

**Experience**

At least 2 years of relevant experience in data management, IT systems support, or e-voucher/cash voucher management (preferable).

**Skills**

* Proficiency in MS Office (Word, Excel, PowerPoint) and database management tools.
* Experience with mobile application support and troubleshooting.
* Strong knowledge of data entry systems and data management techniques.
* Knowledge of Family Planning programs and safety nets (e.g., BISP) is a plus.

**Note:** Organization has a zero-tolerance policy with regard to Sexual Exploitation and Abuse by Organization’s personnel against the people they serve. All forms of sexual exploitation and abuse are incompatible with the universally accepted norms, values, principles and standards that underpin in Organization. Protection from Sexual Exploitation and Abuse (PSEA) is the responsibility of everyone and all selected candidates will be required to comply with the Organization PSEA Policy at all times. Selected candidates will therefore undergo rigorous reference and background checks against their past behavior related to sexual exploitation and abuse, and may be required to provide additional information further on in the selection process.