

Terms of Reference (TORs) of MIS Officer Advancing Girls Education and Skills-AGES

Project Title: Advancing Girls Education and Skills- AGES

Job Title: Data/ MIS Officer

Reporting Line: District Project Officer

Duty Station: Concerned District

Qualification and Experience: M.A / M.Sc in Social Sciences/Statistics or qualification equivalent to M.A and have at least 02 years of experience related to data handling and management of Education projects. Candidate having prior experience to work with RSPs will be given preference.

General Responsibilities

- 1 Prepare formats for record keeping and reporting as per designed MIS and project requirements;
- 2 Collect the information /data of out of school girls, girls enrolled in ALP & Govt schools, and other activities from the field teams on daily, weekly and monthly basis to put in the system
- 3 Safely maintain the data/information in the existing software as well as hard copy on weekly and monthly/quarterly basis;
- 4 Analyze the information with performance indicators and submit report to the relevant officers (Project Manager, DPO and Senior Management);
- 5 Produce the weekly and monthly statistical report against the project results
- 6 Participate in the Training on project MIS by RSPN and World Learning
- 7 Any other task assigned by the Senior Management;