British Council

Role Profile

A. JOB DESCRIPTION

Job title, reference number and location	Aawaz II: MIS Coordinator		
Strategic Business Unit	Aawaz II	Country, region	Islamabad, Pakistan
Pay band	Consultant	Contract duration	October 2026

PURPOSE OF JOB

MIS coordinator will manage the Aawaz II MIS application and provide data and reporting support to relevant Aawaz II key stakeholders covering MIS review, update, troubleshooting, data presentation and visualisation. S/he will also develop and create new modules where needed to improve functionalities.

CONTEXT AND ENVIRONMENT

The British Council
The British Council is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections, and engendering trust.

We work with over 100 countries across the world in the fields of arts and culture, English language and education. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

About the project
Aawaz II is working with local communities to promote the rights of women, youth, persons with disabilities, religious minorities, and other excluded groups, to strengthen and facilitate their development. The programme has a focus on the issues of child marriage, gender-based violence, social cohesion, intolerance, to which marginalised groups are extremely vulnerable.

The impact Aawaz II aims to achieve is: A more inclusive, tolerant, and peaceful Pakistan, with less exploitation and intolerance. British Council is leading on the delivery of Community Dialogue, Awareness and Voice (Pillar 2), and social cohesion and conflict pre-emption (Pillar 3). As part of the delivery of these pillars, Aawaz II is supporting the capacity building of Aagahi Centres across 37 districts to provide a safe space for marginalised members of the community, getting information on their rights and promoting social cohesion and promote tolerance particularly towards religious minorities. Aawaz II aims to achieve these objectives by creating a more protective and enabling environment for girls, boys, women, youth, religious minorities, the differently abled and those at risk of exploitation.

ABOUT THE ROLE
MIS coordinator is expected to manage the Aawaz II MIS application and provide troubleshooting and back up support to Aawaz II PMU team and provincial & downstream partners for MIS entries, uploading, import, export, data management, data analysis, quality assurance and availability of timely and relevant data and reports.

S/he will review MIS, review data, and generate time to time reports, develop and update existing modules, and create new modules as per requirements to improve functionalities based on lesson learning and to generate custom reports where required by PMU, British Council and FCDO.

KEY RESPONSIBILITIES:

MIS design and security
- Ensure the operationalisation of effective implementation of the Management Information System (MIS)
- Review and conduct MIS requirement analysis, identify gaps and suggest solutions for improvement
- Check and remove redundancies in existing MIS and ensure normalisation, develop and update input and output environment to optimize query, speed, bandwidth etc.
- Provide technical support to the software developer for the development of new modules, optimisation, MIS structure etc.
- Maintain and update MIS, M&E databases; analyse and aggregate findings and generate various reports from MIS on need basis
- Provide relevant information relating to project outputs with relevant PMU colleagues for progress briefs and communication material
- Ensure consistency of data collection tools with MIS input forms
- Ensure data security and confidentiality as per standard guidelines and data safeguarding principles
- Ensure operationalisation and maintenance of Aawaz II dedicated cloud based server

Troubleshooting and backup support
- Ensure completion of MIS entries and uploads by PPs and DSPs to measure achievement against the performance indicators of Aawaz II Programme
- Coordinate with PPs and DSPs' staff and provide support to collect error free data from field and upload in MIS after complete validation and quality assurance and help MEL lead in compilation, analysis and reporting
- Manage user access, rights and provide online and field-based troubleshooting and data backup support to PPs ad DSPs
- Produce analytical reports and prepare presentations based on M&E data as required
- Analysing monthly progress reports and quarterly progress reports and provide regular feedback to provincial and downstream partners for improvements
- Other duties as required in accordance with objectives, plans, and workload priorities.

KEY RELATIONSHIPS
The post holder will need to develop successful relationships with
- Provincial and downstream partners in collecting data from the field
- Aawaz II Programme Management Unit for the collection of relevant M&E information

OTHER IMPORTANT REQUIREMENTS OF THE JOB
The post holder is required to travel occasionally and work unsocial hours

This is a coordinator role, which requires bachelor's in computer science with at least 2 to 4 of experience with a bachelors in computer sciences or other relevant degree along with experience with large scale programmes/projects in MIS development & management, data collection, analysis and data visualisation. Other preferred l skills required are experience in PHP, ASP.Net, MySQL, SQL, Java Script, HTML, XML, VPS Server Linux Administration, tableau, Canva, R, Power BI etc.

The MIS coordinator should have interpersonal and communication skills to work with programme teams in relation to data management and MIS related support.

APPLICATION SUBMISSION
Please submit your Curriculum Vitae (in the format attached) and a brief cover letter stating your experience and interest in undertaking this assignment by email to

To: Urooj.Ejaz@britishcouncil.org

at the latest by **28 August 2024 (11:53 PM PST).** Please use the subject **"MIS Coordinator - Your Name"** in the subject line of email you may send. Please make sure the CV is submitted on the **attached format** at the end of this document (page 4).

Passport/visa and/or nationality requirement.	Right to work in Pakistan
Security or legal checks required for this role.	Comprehensive background check

B. PERSON SPECIFICATION

	Essential	**Desirable**	**Assessment stage**
Behaviours *Please see The Behaviours Dictionary for behaviour definitions and levels*	**Behaviours assessed during interview stage of recruitment process** Working Together - *essential* Being Accountable - *essential* Making it Happen - *essential* **Behaviours assessed during recruitment process** Shaping the Future - *essential* Connecting with Others - *essential* Creating Shared Purpose - *essential*		The position holder will be required to demonstrate all six behaviours, on the job. These will be assessed during year end performance evaluations. Behaviours to be assessed during the interview stage of recruitment are mentioned.
Skills and Knowledge *See The Core Skills Dictionary for details*	Managing Risk (L1) *Demonstrates understanding of risk management policies and procedures and record of following them* Analysing Data and Problems (L2) *Reviews available data and identifies cause and effect, and then chooses the best solution from a range of known alternatives.*	Using Technology (L1) *Able to use office software and British Council systems to do the job and manage documents or processes.* Managing Accounts and Partnerships (L1) *Able to research business issues and contacts in stakeholder and potential partner organisations to support account management and business development.* Planning and Organising (L2) *Organises own work over weeks and months, or plans ahead for others, taking account of priorities and the impact on other people.*	Short listing, test and/ or interview
Experience	Two to Four years of relevant experience with donor funded projects		Short listing and/ or interview

| Qualifications | 14 years of education | Professional qualification in a related field | Short listing and/or interview |

NAME

Profile: (BRIEF OVERVIEW OF PROFILE, EXPERIENCE AND STRENGTHS)

Current position

Nationality
Pakistani

Qualifications

Languages
English   Fluent
Urdu   Mother Tongue

Key skills

(highlight technical/management and soft skills)

Relevant experience:
ROLE/TITLE, ORGANISATION, START MONTH/YEAR – END MONTH/YEAR
ROLE/TITLE, ORGANISATION, START MONTH/YEAR – END MONTH/YEAR
ROLE/TITLE, ORGANISATION, START MONTH/YEAR – END MONTH/YEAR

Other Experience
ROLE/TITLE, ORGANISATION, START MONTH/YEAR – END MONTH/YEAR
ROLE/TITLE, ORGANISATION, START MONTH/YEAR – END MONTH/YEAR
ROLE/TITLE, ORGANISATION, START MONTH/YEAR – END MONTH/YEAR