Role Profile

BRITISH COUNCIL

A. JOB DESCRIPTION

Job title, reference number and location	**Aawaz II: MIS Developer**		
Strategic Business Unit	Aawaz II	Country, region	Islamabad, Pakistan
Pay band	Consultant	Contract duration	100 days (from Oct 2024 to Oct 2026

PURPOSE OF JOB

MIS developer will be responsible for development, update and troubleshooting of Aawaz II MIS, monitoring application and provide technical support to relevant Aawaz II key stakeholders especially related to development of new modules of MIS and app to improve functionalities and optimisation, update existing modules, and provide troubleshooting support including data presentation and visualisation.

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

This is a senior position where you will be expected to develop MIS and mobile applications, review existing MIS and monitoring app, conduct detailed requirement analysis, update existing modules, and create new modules to improve MIS and monitoring app functionalities. S/he will provide troubleshooting and backup support to Aawaz II PMU team and its partners for MIS related technical issues including support for import, export and generating custom queries to generate specific reports as and when required by PMU, British Council and FCDO.

KEY RESPONSIBILITIES:

- Ensure the development of new software/apps/MIS, update, and operationalisation of effective implementation of the existing Aawaz II Management Information System (MIS) and mobile app.
- Review and conduct MIS requirement analysis, identify gaps, and improve MIS functionalities in consultation with PMU MEL Lead and MIS Coordinator.
- Identify gaps in existing MIS and remove redundancies in database, ensure normalisation, develop and update user friendly input and output environment to optimize query, speed, bandwidth etc.
- Development of customized, efficient, adaptable, and user-friendly MIS environment including setting up an Indicator tracking sheet (ITS) and dashboard to track progress against work plan activities and LFA milestones.
- Create user-friendly import and export features in MIS to upload and download data.
- Review and update monitoring application with user friendly input and output environment developed and integrated with MIS.
- Establish and operationalize a mechanism for day to day troubleshooting and manage user access, rights and provide online and field-based troubleshooting and data backup support to PMU and Aawaz II partners.
- Provide technical support to the MIS Coordinator to maintain and update MIS, M&E databases; analyze and aggregate findings and generate various reports from MIS on need basis.
- Ensure operationalization and maintenance of Aawaz II dedicated cloud-based secure server, regular backup and troubleshoot any server related issues in consultation with MIS Coordinator and PMU IT Officer.
- Ensure data security and confidentiality as per British Council data protection standards and data safeguarding principles.
- Other duties as required in accordance with objectives, plans, and workload priorities.

KEY RELATIONSHIPS

The post holder will need to develop successful relationships with

- Aawaz II Programme Management Unit for the development and update of MIS and monitoring app

OTHER IMPORTANT REQUIREMENTS OF THE JOB

The post holder is required to travel occasionally and work unsocial hours.

This is a MIS developer role, which requires Master's in Computer Science or Information Technology with at least 7 years of experience with large scale programmes/projects in MIS development & management, developing software programmes and apps, data collection, analysis and data visualisation. Other essential 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 developer should have interpersonal and communication skills to guide 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 **Wednesday 28ᵗʰ August (11:59 PM PST).** Please use this subject **"MIS Developer - 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

Skills and Knowledge *See The Core Skills Dictionary for details*	Ability to use quantitative data analysis using software and develop reports **Managing People (L1)** Provides support to less experienced members of the team and is aware of individual differences. Helps colleagues perform tasks and use systems and processes. **Planning and Organising (L3)** Develops and reviews the implementation of annual plans for a work group or function, taking account of business and customer requirements and reconciling competing demands. **Analysing Data and Problems (L3)** Analyses patterns, seeks out and examines a range of information to identify patterns, trends and options, to solve multifaceted and complex problems **Managing Risk (L3)** Has track record of analysing potential risks, promoting risk awareness, and holding others to account for their practices. **Using Technology (L2)** Works as an advanced practitioner in the use of office software and/or British Council standard and social media platforms and trains or coaches others in their use. **Communicating & Influencing (L3**) Is creative and adaptable in communications. Able to use a range of non-standard and creative approaches to inform, and persuade others, extending beyond logical argument to influence decisions and actions in a way which is inclusive and engaging.		Short listing, test and/ or interview
Experience	Seven years of relevant experience with donor funded projects		Short listing and/ or interview
Qualifications	16 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