

## Job vacancy

**Position:** Management Information Systems (MIS), Documentation and Mail Management Expert - KE2

**Project Title:** Technical Assistance to the National Authorising Office - Sierra Leone

**Location:** Freetown, Sierra Leone

**Project duration:** 28 months (intended start date 01/06/2017)

**Assignment duration:** 250 working days

### Job description

Management Information Systems (MIS), Documentation and Mail Management Expert KE2 will focus mainly on the installation and training on the operation of management information systems (MIS). He will also build upon the already established office mail management and documentation system (VIPs) in order to ensure that all in-coming and out-going paper based documentation is initially digitised and stored.

### Qualifications and skills

- A University Degree in Computer Sciences, Management Information Systems, Economics, Business Administration, Development Studies or related fields.
- Knowledge and practical use of Project Cycle Management and EDF procedures.
- Excellent analytical, development, operational and supported computerised Management Information System for Public Sector Organisations and highly proficient in Microsoft Office® programs such as Word, Excel, PowerPoint and Access.
- Excellent analytical and communication skills (writing and speaking English) and the ability to put forward and defend orally and in writing difficult complex technical issues and positions.
- Capacity to work in difficult conditions.

### General professional experience

- Minimum of 10 years field experience in database/information system and management.
- Minimum of 6 years professional field experience in programming and monitoring of development aid or related capacity, especially with regards to EDF procedures (management of EDF projects, including monitoring & evaluation), Project Cycle Management tools and Logical Framework.
- Familiar with database management and the ability to build software-accessing databases.
- Ability to deal sensitively in a multicultural environment and build effective working relations with clients, colleagues and development partners.
- Professional experience in IT-NAO support would be an asset.

### Specific professional experience

- Proven experience in the development and management of computerised information systems projects.
- Ability to handle Web Databases, Web, Servers, operating systems, programming, networking.
- Involvement in similar assignment is desirable.
- Proven experience in Monitoring and Evaluation of EDF-funded projects and programmes.
- Relevant professional experience in preparing training materials and training staff.
- Knowledge of TOMFED and TOMON will be an advantage.
- Experience in the set-up of office mail management and documentation systems, e.g. VIPS (Visual Interpretation of Project Survey), would be an asset.

Interested candidates should send their CV to [serena.tonziello@sogesnetwork.eu](mailto:serena.tonziello@sogesnetwork.eu)

**Deadline for applications:** 17/03/2017, please indicate "KE2\_SierraLeone\_name" in the email subject.  
Only candidates matching selection criteria will be contacted.