

Job Title: MIS Executive Officer

Job Location: Kabul.

Nationality: Afghan.

Category: Computer Science.

Employment Type: Full Time.

Salary: As per NTA.

Vacancy No.: (_____)

No. of Jobs: 1.

City: Kabul.

Organization: Ministry of Martyrs and Disabled Affairs.

Years of Experience: 4 Years

Contract Duration: 7 Months.

Gender: Male/Female

Education: Bachelor's Degree

Closing Date: (_____)

About Ministry of Martyrs and Disabled Affairs:

After the coupon 27 April 1978, some government officials including military officials, civil servants, and low-ranked employees who were martyred and killed in conflicts were provided with their rights without considering their ranks and grades during their tenures through the general directorate of pension.

As war continued to perpetuate, the process of providing services to the martyred continued, thus in 1990 the authority was separated from the general directorate of pension and started operating as an independent directorate for martyrs and disabled under the office of vice-president. Later, in April 1992 in an effort to pay homage to the holy Jihad of the brave Afghan people the authority was promoted to the status of a ministry that started functioning with the registration of martyrs and disabled addressing needs of martyrs and PwDs across the country. During the Taliban era in 1996, the directorate was merged into the Ministry of Refugees and Returnees where it continued to function as a deputy minister. In 2002, during the transition period, the directorate was once again promoted to the status of a ministry called "Ministry of Martyrs and Disabled". In 2006, the ministry was merged into the ministry of Labor and Social Affairs and was collectively called Ministry of Labor, Social Affairs, Martyrs, and Disabled "MoLSAMD". Under the ministry, affairs related to martyrs and people with disabilities were managed through a deputy ministry.

On 07 October 2019, the deputy minister was separated from MoLSAMD and became National Support Authority for Martyrs and People with Disabilities through a presidential decree issued with serial number 75. The authority started functioning in the light of the enacted national laws aimed at serving people who have given up on their lives or have lost family members.

Subsequently, the authority was promoted to State ministry for Martyrs and Disabled Affairs through a presidential decree issued with serial number 132 on 19 January 2019 and is currently functional as Ministry of Martyrs and Disabled Affairs.

Job Description:

The MIS Executive's responsibilities include designing and developing computer systems on time and to specifications, developing strategies, keeping up-to-date with the latest developments in IT systems, analyzing operations, and making suggestions for improvement.

- Designing, monitoring, analyzing, and troubleshooting IT systems.
- Interpreting briefs and developing IT systems that meet all specifications and cost requirements.
- Assisting with training and onboarding processes.
- Maintain up-to-date MMD databases to be used as a source of project information and source of verification for M&E Maintenance of the HRMIS, M&D, and other.
- Assure the accuracy of the database through proper systematic data tracking both quantitative and qualitative and to avoid the duplication and repeat entry of the data. Maintaining, managing, and updating software.
- Supervising digital security and ensuring all anti-viruses and firewalls are regularly updated.
- Supervising the development and maintenance of system and ensuring the protection of users' data.
- Analyzing existing operations, protocols, and processes, and making plans for improvement.
- Supervise the development of the web related data exchange routines;
- Conducting research, attending workshops, and networking with other professionals.
- Prepare design the system SDLC phases (requirement gathering, analysis, design, test, deployment).
- Maintain good working relations with the rest of the project team.
- Design web-based data entry forms to enable data entry from remote locations;
- Ensure the database tables are coded for validity and referential integrity;
- Understand the requirements to define keys and indices to enable easy on-line queries and analysis; Coordination with all provincial MMD directorate and share system rollout with them.
- Maintain database systems and procedures through regular checks of the system to ensure effectiveness, and take any necessary remedial actions to correct in case of shortcomings;
- Setting up MIS databases, Follow-up databases, and regularly reconciles the data with field staff, and update the MIS unit. Data Entry and Organization.
- Prepares and periodically updates the data code plan and layout plan. Checked technically sections of the system.

- Generates regular database reports and as and when request and prepares database documentation updates at regular intervals.
- Compiling Monthly, Quarterly and Annually Report of ESRDP Project
- Preparation of monthly MIS reports;

Job Requirement:

- Bachelor's degree in Computer Science, IT, or similar.
- Practical experience with a variety of software applications.
- Attention to detail and excellent diagnostic skills.
- Effective communication and interpersonal skills.
- Ability to motivate and inspire staff.
- Internal MIS employees are highly encouraged to apply
- Strong leadership abilities and good time management skills.
- Excellent problem-solving and management skills.
- Ability to train staff junior staff.

Submission Guideline:

While sending your CV & Cover letter, please mention the vacancy number and position in the subject line, application received after the closing date and without subject line will not be given consideration. No other document is needed to be submitted unless invited for an interview.

Note: Only short listed candidates whose application responds to the above criteria will be contacted for written test /interview. Interested candidates should send their Application In (Doc and PDF) Format to: hr.mmd1397@gmail.com

Female candidates are highly encouraged to apply

Submission Email:

Hr.mmd1397@gmail.com