Position Title: Database and Data Analysis Officer

Job Location:	Kabul.
Nationality:	National
Category:	Information Technology
Employment Type:	
Salary:	As per NTA Scale
Vacancy Number:	012
No. Of Jobs:	1
City:	Kabul
Organization:	MMD
Years of Experience:	**4**
Contract Duration:	6 months
Gender:	Male/Female

Education:

Close date:

About MMD:

The Ministry of Martyrs and Disabled Affairs established through a presidential decree Jadi-1397. The main purpose of the ministry is to provide standard services for the heirs of martyrs and the disabled.

Since the MMD is newly established and has recently provided its services within the framework of the state ministry, the MMD's leadership is committed to providing services to hairs of martyrs and disabled electronically and promptly.

Job Description:

The data analyst will work directly under the daily supervision of the MIS Unit Head and under the over the responsibility of the Technical Deputy office.

The data analyst will bring strong technical Analysis skills to the team. He/she would have solid technical knowledge and experience in the field of data analysis, upgrading.

Job Requirements:

Define data flow processes and propose the required resources for data inputs and design useful outputs.
Check daily system data consistency and accuracy.
Travels to all provinces for checking system data quality and consistency.

Provide training and technical support for center and provincial data processors,
Develop deferent methodology for management data.
Contact with banks and ministry of fiancé for the payments and accounts opening..
Make sure the system Reporting updated on a regular basis;
Ensure that the necessary backup procedures for all MMD database are in place and regular backups are taken
Ensure that reports are produced precisely, timely and regularly. Also assist in the development of the monthly, quarterly, reports
Ensure the smooth functioning of MMD database and send regular updates/patches and SQL commands to install new features, fix bugs and update data.
Work closely with the M&E Department and give them updates when required.
Perform other job-related tasks assigned time to time by respective MIS unit Head supervisors

Qualifications and Experience:

At least a bachelor degree in Information Technology, Computer Science or any other degree within the field.
Minimum of 4 years' relevant experience in the relevant field of Data Management. Extensive experience in the design, development, and implementation of complex and distributed database systems;
Working knowledge of system analysis and design processes
Knowledge and ability to apply computer applications to include MS Word, Excel, Access and PowerPoint;
Basic information management skills.
Training and/or capacity building skills
Supervisory team building skills
Decision-making skills.
Effective verbal and listening.
Stress management skills.
Time management skills

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.mmd@gmail.com