

RURAL SUPPORT PROGRAMMES NETWORK (RSPN)

JOB DESCRIPTION		HR#002
1.0 Position Summary		
1.1 Position: MIS Officer	1.2 Department/Project: Programme for Improved Nutrition in Sindh (PINS): ER-3 Component (Nutrition Sensitive Interventions) of PINS	
1.3 Category/Grade: Professional - 2	1.4 Duty Station: Karachi with frequent travel to the programme areas in Sindh	
1.5 Reporting to: Programme Director PINS (ER-3)		
2.0 Job Responsibilities		
<ul style="list-style-type: none"> i) Provide high-level support in MIS development; ii) Manage, maintain and update the RSPN MIS; iii) Coordinate and assist the programme team and other relevant staff members in regular data updating on RSPN MIS; iv) Troubleshooting of MIS when required; v) Update the MIS according to the needs of programme reporting; vi) Maintain and update database as per changing requirements; vii) Add Reports using Microsoft SQL Reporting, Crystal Reports and HTML based dynamic reporting; viii) Ability to make changes to frontend of MIS application which uses SVG Graphics, ASP .NET Web Forms framework, JavaScript and JQuery; ix) Assist with troubleshooting any problems faced by any user of MI; x) Maintain close liaison with RSPN IT/MIS section and SUCCESS MIS Officer on overall MIS related matters; xi) Any other tasks assigned by the Supervisor/Management. 		
3.0 Required Qualifications, Skills and Experience		
3.1 Education: BS or equivalent degree in Computer Sciences or relevant field from a recognised University/Institute.		
3.2 Experience: <ul style="list-style-type: none"> - Experience in working with Large Scale GIS / MIS based applications. - Full Stack Engineer from Database operations to Frontend development. - Skills of managing and maintaining databases and backups. - Experience in providing support to enterprise / corporate users. 		
3.3 Skills: <ul style="list-style-type: none"> - Strong Programming Skills in the following Languages and Frameworks - Strong Analytical Skills - Ability to understand and build on Key Process Areas - Good command in C# and ASP.NET language to enhance RSPN MIS application. - Good command in JSON and XML based web services implementation and their usage. Following technical skills are mandatory: <ol style="list-style-type: none"> 1. C# 2. ASP .NET Framework 3. LINQ / Lambda Expressions 4. JSON and XML Based Web services 5. JavaScript / JQuery 6. HTML / CSS / SVG 7. GIS (Geographic Information System) 8. IIS Web server deployment 		

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