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**Municipal Services
Delivery Program**



Sindh Municipal Services Delivery Program (MSDP)

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Job Description of Assistant Director Database

Job Title	Assistant Director Database	Department / Division	Monitoring and Evaluation (M&E)
Location	PMU, Head Office, Karachi	Grade	Equivalent to 17
Reporting to	Deputy Director MIS	Reporting Positions	Subordinate Staff
Terms of Service	Contract		

1.0. Statement of Position

The Assistant Director Database will assist the Deputy Director MIS and will support to ensure that implementation of management information system in adequate manners. He will work closely with M&E to improve program efficiency and productivity by developing and maintaining MIS, database and citizen compliant centers.

2.0. Duties and Responsibilities

The duties and responsibilities of the AD Database are as follow:

- 2.1. Assist Deputy Director MIS in the implementation of management information system and adequate database.
- 2.2. Develop a good understanding of the working of the GoS, USAID, P&DD, Urban Development sectors and the Sindh MSDP.
- 2.3. Establish local area network with support for mass storage, email, printers, copiers, fax, scanners, etc.
- 2.4. Establish the Sindh MSDP MIS by taking requirements from stakeholders and making necessary arrangements for development, customization and installation of softwares and hardware.
- 2.5. Establish and monitor Sindh MSDP's website with content management and knowledge management capabilities, as detailed in the M&E Framework.
- 2.6. Acquire and install professional mapping software and hardware to provide GIS based maps and analytical services to program stakeholders.
- 2.7. Provide support for the use of information and Communication Technologies (ICT) to enable citizens and Program staff to interact through social websites, computerized text/ multimedia messages, photos, audios and videos sharing.

- 2.8. Provide technical assistance with the use and troubleshooting of Provincial PMES in order to prepare Program plans and progress reports.
- 2.9. Ensure data security, storage, archiving, backup recovery procedures are functioning correctly.
- 2.10. Monitor the performance of the database server system and develop and implement improvements to systems architecture and procedure to improve efficiencies.
- 2.11. Monitor performance and control access permissions and privileges
- 2.12. Provide technical support on computing and MIS to the entire PMU Staff and troubleshooting issues at ZMC/ MC/ TC levels.
- 2.13. Work closely with M&E Unit to establish and monitor implementation of the MIS and provide feedback to Manager MIS to ensure efficient and effective delivery of database of all project activities at all times.
- 2.14. Providing technical support to divisional offices and ZMC/ MC / TCs staff. Assist data collection and process and progress monitoring.
- 2.15. Assist with the capacity building of PMU and ZMC/ MC / TCs staff in computing skills and tools including the use of PMES.
- 2.16. Write, develop or modify database ensuring data, queries and reports can be captured, managed and maintained easily and accurately.
- 2.17. Efficiently and effectively utilize MIS budget and other program resources.
- 2.18. Liaison with AD MIS/GIS to support MIS functions and smoothly working.

3.0. Additional Job Functions

The Assistant Director Database exercise such other powers and perform such other duties as may be assigned to him, from time to time, by Deputy Director MIS, and shall be responsible for prompt and proper implementation of his instructions.

4.0. Preferred Qualification and Experience

- A postgraduate degree in Computer Science, Engineering, MBA, MIS from any HEC recognized university.
- Certification in the latest technologies including Microsoft Certification in network management and experience with ICT will be preferred.
- Extensive experience is required in processing information including compiling, coding, categorizing, calculating, tabulating, auditing or verifying information data.
- Possesses advanced level command of network servers, email servers, Microsoft office, project management software, databases, and a host of utility software.
- Minimum 5 years experience in any reputable Organization.

- Maximum 40 years, however age may be relaxed in exceptional/ experienced cases.

5.0. Knowledge and Skills

- Extensive knowledge of database management systems (DBMS), RDBMS, database technologies and structured query language (SQL) including MS SharePoint programming.
- Strong quantitative and qualitative skills required and command over statistical analysis software will be preferred.
- Must know the concepts of MIS.

6.0. Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities of employees to this job.

	Name	Designation	Signature with date
Issued By			
Reviewed by			
Approved By			