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**Municipal Services  
Delivery Program**



## Sindh Municipal Services Delivery Program (MSDP)

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02

### Job Description of Assistant Director MIS/ GIS

**Issue Date:**  
Feb, 2017

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

### 1.0. Statement of Position

The Assistant Director MIS/ GIS will assist the Deputy Director MIS and will support to ensure the management of Information & Communication Technologies (ICT) for effective and efficient day-to-day operations of the Program activities.

### 2.0. Duties and Responsibilities

The duties and responsibilities of the Assistant Director MIS/GIS are as follow:

- 2.1. Assist Deputy Director MIS in the implementation and management of Information & Communication Technologies (ICT) for effective and efficient day-to-day operations of the Program activities.
- 2.2. Develop a good understanding of the working of the GoS, USAID, P&DD, Urban Development sectors and the Sindh MSDP.
- 2.3. Manage local area network with support for mass storage, email, printers, copiers, fax, scanners, etc.
- 2.4. Plan, coordinate and implement security measures to safeguard information in computer files against accidental or unauthorized damage, modification or disclosure.
- 2.5. Manage the Sindh MSDP MIS in term of user logins, connectivity issues, software and hardware support, data backup and generation of reports, etc.
- 2.6. Manage Sindh MSDP's website by updating reports, documents, press releases and multimedia or content elements.
- 2.7. Manage professional mapping software and hardware to provide GIS based maps and analytical services to program stakeholders.

- 2.8. Manage 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.
- 2.9. Provide technical assistance with the use and troubleshooting of Provincial PMES in order to prepare Program plans and progress reports.
- 2.10. Ensure data security, storage, archiving, backup recovery procedures are functioning correctly.
- 2.11. Ensure the anti-virus software is always up to date and share necessary information with users regarding potential risks.
- 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 manage MIS and provide feedback to Manager MIS to ensure efficient and effective collection/ delivery of data/information of all project activities at all times.
- 2.14. Closely liaison with AD Database to manage MIS functions and smoothly working.

### **3.0. Additional Job Functions**

The Assistant Director MIS/ GIS 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**

- M.Sc in Geography / Science with specialization in computer or Degree in Computer Sciences/ MBA from a reputed foreign/ local University recognized by the HEC.
- Microsoft certification in network management and experience with ICT will be preferred.
- Must be proficient in all aspect of GIS, WEB GIS, Remote Sensing, and information management system and database development / management.
- Command over relevant GIS software such as ESRI, ArcGIS, Arc Object, web based data/software solution etc. and can develop the WEB GIS structures.
  - Minimum 5 years or at least 2 years experience of GIS & MIS Software & development management.
  - Maximum 40 years, however age may be relaxed in exceptional/ experienced cases.

### **5.0. Knowledge and Skills**

- Possesses basic level command of network servers, email client software, Microsoft Office, databases, and a host of utility software.
- Can plan and deliver work, and coordinate work with others.
- Strong quantitative and qualitative skills required
- 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.

	<b>Name</b>	<b>Designation</b>	<b>Signature with date</b>
<b>Issued By</b>			
<b>Reviewed by</b>			
<b>Approved By</b>			