

Terms of Reference	
Position Title:	Management Information System Officer
Location:	Hanoi
Period of Assignment:	June 2018 to May 2019 (plus possible 3-year extension)
Reporting To:	Monitoring, Evaluation, Research and Learning Manager
Background:	<p>Founded in 1985, CowaterSogema International Inc. has built a global reputation for excellence in the world of management consulting in international development. Headquartered in Ottawa, Canada and with experience in more than 65 countries, CowaterSogema has established itself as Canada's leading management consulting firm in international development. Our clients include the World Bank, the Asian Development Bank, the Department of Foreign Affairs, Trade and Development Global Affairs Canada, the Australian Department of Foreign Affairs and Trade and many more. Join our team and be part of a fast-paced and dynamic team who is passionate about development and achieving sustainable results.</p> <p>Cowater is recruiting a Management Information System (MIS) Officer (full time or part time) to support the Aus4Equality/Gender Responsive Equitable Agriculture and Tourism (GREAT) program, funded through the Australian Aid Program in Vietnam. The Program aims to increase women's economic participation and decision-making through improved access to markets and more effective engagement in the agriculture and tourism value chains in ethnic minority regions of North-West Vietnam.</p>
Statement of Duty:	<p>The MIS Officer will work collaboratively and creatively as part of a dynamic Monitoring, Evaluation, Research and Learning (MERL) team to ensure that planning, monitoring, reporting and learning within the Aus4Equality program is based on sound platform of information. The Officer will build on their knowledge of technical database design and maintenance to shape how information is summarized and presented to users for maximum impact.</p> <p>The MIS Officer will work with the MIS consultants to shape the design of a comprehensive and simple-to-use database for the Aus4Equality/GREAT program. The Officer will collate and store information from a variety of sources to ensure the database remains current, retrieve information in response to requests for information and summarize data to ensure that it meets the needs of information users.</p>
Specific Duties:	<p>MIS Development and MERL Support</p> <p>Reporting to the MERL Manager, the MIS Officer will be responsible for:</p> <ul style="list-style-type: none"> - Working with the MIS consultants to design and build the MIS database - Operate and maintain the MIS database system that can consolidate key information on partner projects; - Train and support partners to regularly update information on partner projects on the program database; ensuring partners' information being stored appropriately on the Aus4Equality database - Work with the MERL officer to undertake analysis and synthesis of MERL data; - Work with the MEL Adviser and the MERL Officer, liaising with other members of the Aus4Equality team, to ensure that their information needs are met;

	<ul style="list-style-type: none"> - Ensuring that information on the operations of the Managing Contractor is routinely stored and retrieved on request; - Collate, summarize, and report information from the MIS to support 6-monthly and annual reporting to Australian Aid. - Periodically reviewing the suitability of and updating the MIS software as directed by the MERL Manager and MEL Adviser; - Conduct monitoring trips to partners to provide them with MIS support as necessary - Provide necessary support on database development to the implementation of surveys and assessments - Advise and support Aus4Equality Provincial Program Coordinators and Partners on information management tools as directed by the MERL Manager. - Visualize reported data as directed by the MERL Manager - Other IT/Data/MIS tasks as requested by the Team Leader and/or MERL Manager
Required Qualifications:	<ul style="list-style-type: none"> - Experience Microsoft Access and/or other database software - More than 8 years of experience working with IT networks and database development - Highly developed skills and experience creating, synthesizing and analyzing data; and producing reports from the data that are innovative, creative and informative; - Working with international organizations or international development projects (<i>highly preferred</i>); - Fluency in Vietnamese and sufficient English proficiency for the hired job