



JF-: Marketing and Communication Officer-IPC- MIS



Job Title:	Location:	Reporting to:	Responsible for:
Marketing and Communication Officer-IPC – MIS	Support Office, Kathmandu Nepal	Marketing and Communication Manager	Data management of the IPC program into the online MIS system

Job Purpose:

Sunaulo Parivar Nepal (SPN), a local implementing partner of Marie Stopes International in Nepal, is a well-established NGO which is delivering Family Planning and Sexual Reproductive Health services through-out Nepal via different service delivery channels: centres, outreach and Marie Stopes (MS) Ladies. It works in partnership with Marie Stopes International UK (MSI), a global charity for providing reproductive health services across the world with a mission of ensuring individual's fundamental right to have children by choice not chance.

The Marketing and Communication Officer-IPC–MIS will be responsible for effective management of MIS system to further the organisation's goal: **The Prevention of Unwanted Births** and its mission of ensuring the individual's right to: **Children by choice not chance**. It is a role requirement that the job holder must comply with, promote and live the following core values of the organisation:

Mission-driven	Client-centered	Courageous	Accountable
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The Marketing and Communication Officer-IPC- MIS Officer plays an important role in management of data of the IPC program of all the working districts of SPN/M. The primary role of Marketing and Communication Officer-IPC- MIS officer will be to enter the raw data in the online system and data management of the IPC program in the MIS system.

Key Responsibilities	Measure
Management Information System (MIS)	
<ul style="list-style-type: none"> Maintain updated MIS system to comply with the requirements of the IPC Program. 	Updated MIS System
<ul style="list-style-type: none"> Review and develop recording and reporting forms and formats (both electronic and printed version) as required by the program to get all required information on performance and quality to comply with requirement of IPC Program and MSI. 	Developed forms and format to get all required information
<ul style="list-style-type: none"> Regular entry of data from the field and systematic management and filing of the records. 	MIS reports, MIS record files
<ul style="list-style-type: none"> Provide necessary training on MIS in coordination with the assigned line manager to ensure that all of the required staffs are informed about MIS tools, recording and reporting forms and formats as per requirement of the program 	Training sessions conducted, Staffs informed
<ul style="list-style-type: none"> Ensure data submission from all of the field staffs on time. 	Updated data by the end of the month
<ul style="list-style-type: none"> Support in update of the MIS system as per requirement by the IPC Program 	Feedback after the updates of the system
<ul style="list-style-type: none"> Work closely with the field staffs: IPCCs/ DGs and also CBEs for ensuring effective entry of the data 	Data entry on time
<ul style="list-style-type: none"> Analysis and processing of various data as requirement of the program and as directed by the assigned line manager. 	Analysed data for need/project based impact assessment and researches



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<ul style="list-style-type: none">MIS inventory management and tracking, distribution of MIS forms and ensure technical requirement for smooth operation of the program.	Updated inventory list and distribution of the MIS forms
<ul style="list-style-type: none">Tally and ensure the consistency of new records in the hard copy and in the system, verification of reported and actual data from the field.	Verified reports and MIS records
<ul style="list-style-type: none">Timely generation and submission of the reports through the MIS system.	Submitted reports

Skills and Experience

Qualifications:

Bachelor's degree in management information system or related field

Experience, Skill, Attitude and Motivation:

- 3 years of experience in overseeing Management Information Systems.
- Experience in development and implementation of information system and training.
- Experience with both physical and electronic document & records management practices, systems or tools.
- Proficiency in system design and software programming.
- Skilled in usage of common software packages, for data processing, communication and internet.
- Excellent skill in analyzing and evaluating statistical data related to health.
- Proven knowledge on spreadsheet, word and power point presentations.
- Excellent analytical skills, organizational skills and communication skills.
- Experience working in a team-oriented, collaborative environment.
- Ability to implement management directives with little direct supervision.
- Ability to prioritize and execute tasks in high pressure environment.