



## **Assistant Coordinator-MIS (01 position based in Dhaka)**

**Grade: 02, Level: 02, Step: 07, Gross monthly salary: BDT 97,374.00**

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi nationals for the position of Assistant Coordinator – Management Information System (MIS), to be recruited for its new project titled, Participatory Action against Corruption: Towards Transparency and Accountability (PACTA) (January 2022 to December 2026). Upon joining, the incumbent will be regarded as a member of the team for TIB’s core project and will remain reportable to the Deputy Coordinator – Management Information System.

### **Job Description:**

- Assist the development of different software modules for effective monitoring & evaluation of the work of various divisions/units of TIB as appropriate and help in updating/enhancing existing software.
- Develop web based solutions with heavy focus on application and data.
- Work on complex and varied data sources including tasks such as, collecting, parsing, managing, analyzing, and visualizing exceptionally large datasets including the provision for regular real-time delivery of analytical reports.
- Work in close collaboration with the various units and divisions of the organisation in the head office and 45 field offices outside Dhaka.
- Carry out regular checks and maintain accurate, easily accessible, and high-quality data and information for relevant stakeholders at all times.
- Prepare SOP, technical documentation and training materials for developing software and databases.
- Provide technical support to the field staff and relevant users on MIS related applications.
- Conduct technical training for users for the applications developed.
- Ensure the accuracy, consistency and security of the MIS database.
- Perform any other relevant tasks as may be assigned by the organisation.

### **Educational qualifications, experience, and other skills:**

The applicant must have--

- Applicants must have a 4 years’ bachelor’s degree in Computer Science/ Computer Engineering/ Information Technology or any other related subjects.

- Those with a third Division/Class or below CGPS 2.5 on a scale of 4 or 3 on a scale of 5 at any stage of his/her academic life need not to apply.
- At least 5 years of relevant work experience related to MIS in an organisation having at least 250 staff and a network of dozens of field/branch offices;
- Proficiency in collecting and analysing qualitative and quantitative data relevant to project implementation in the field of governance and/or development.
- Experience in software development.
- Sound knowledge of Software Development Life Cycle (SDLC).
- Experience in developing responsive Web Applications.
- Experience in mobile apps development on Android / IOS using Flutter would be an added advantage.
- Excellent analytical and problem-solving skills; strong training and facilitation skills.
- Must be experienced in PHP and advanced JavaScript.
- Must have sound knowledge in HTML, CSS, Bootstrap, JQuery.
- Experience in Ruby on Rails / Python / ASP.Net Core / React would be preferred.
- Must have proficiency in AJAX, JSON, Web Services and Restful Web APIs.
- Experience in developing reports in Crystal Reports / Apache Superset / Power BI.
- Must have in-depth knowledge of relational database technologies, in particular MySQL / SQL Server Database.
- Excellent skills of communication, both oral and written, in Bangla and English.
- Strong computer knowledge and word processing skills in both Bangla and English.
- Although the position is Dhaka-based, the selected candidate must be prepared to undertake frequent field visits, and to participate in various audits/monitoring events at the field level. S/he must be comfortable working with people of diverse age-groups and from various social, economic, and professional backgrounds.