



Career with BRAC International

BRAC is an award-winning international non-governmental development organisation, with the vision of a world free from all forms of exploitation and discrimination, where everyone has the opportunity to realize their potential. BRAC is a leader in developing and implementing cost-effective, evidence-based programmes to assist poor and disadvantaged communities in low-income countries, including in conflict-prone and post-disaster settings. It is an organisation of and for the people of the Global South, pioneering new development and social enterprise approaches to equip communities to achieve prosperity. As well as being the world's biggest NGO by number of staff and people directly reached, BRAC has regularly been ranked the number one NGO in the world by the Geneva-based NGO Advisor, an independent organisation committed to highlighting innovation, impact and governance in the non-profit sector. BRAC retained the top spot in 2020 among the top 500 NGOs for the fifth consecutive year.

BRAC was founded in Bangladesh in 1972 by Sir Fazle Hasan Abed. It started its first programme outside of Bangladesh in Afghanistan in 2002, and has since reached millions of people in 11 countries in Asia and Africa. BRAC has a holistic approach to development that uses a wide array of programmes and social enterprises, including in microfinance, education, health, agriculture, gender and human rights. BRAC believes that every person has inherent potential, and when an enabling environment is created and that potential is unleashed, even the poorest can become agents of positive change in their own lives, for their families and their communities. BRAC Maendeleo Tanzania is part of a leading development organization that started its operations in 2006 in Tanzania, focusing on thematic areas of Agriculture, Youth and Women Empowerment, Food Security and Livelihood.

About the Programme

The MasterCard Foundation in partnership with BRAC International (BI) is implementing an initiative that will create a positive and measurable impact for 1.2 million adolescent girls and young women and 9.5 million people across seven countries in East and West Africa, including Ghana, Kenya, Liberia, Rwanda, Sierra Leone, Tanzania, and Uganda.

There is mounting urgency to support adolescent girls and young women (AGYW) living in poverty, which has been further amplified by the global pandemic. Through this partnership, scalable economic development approaches will be delivered in communities to foster the agency and voice of AGYW. They will have the opportunity to fulfill their aspirations, achieve sustainable livelihoods, and engage in advocacy issues.

BRAC International is implementing an integrated and holistic model to address the various life cycles of a young woman living in poverty, ensuring she is able to transition safely from adolescence to adulthood. She will be equipped with the appropriate skills, tools, and access to finance to effectively exercise her agency and build a fulfilling and productive livelihood.

BRAC International is seeking applications from competent, dynamic and self-motivated individuals to fill the following position in **BRAC Maendeleo Tanzania**.

Position: Management Information System (MIS) Officer

Job Location: Dar es salaam

Purpose of this job:

The position holder will support the development and implementation of AIM programme, manual and digital (BInsight) programme management information system. In collaboration with BRAC International (BI) head office (HO) technology for development (T4D) unit, BI HO information technology department and the AIM central team, the officer will foster continuous AIM MIS improvement and innovation, ensure quality delivery and usage of the AIM MIS platforms (digital and manual), and maximise possible program quality output data collection, collating, analysing, presenting for the AIM programme decision making (business/programme intelligence) at the respective Country.

S/He will also be responsible for data analysis and generating dynamic and high-quality reports and dashboards for internal (e.g. AIM program management and senior management) and external (such as donors, partners, and government) needs. S/he will oversee AIM programme MIS and build the capacity of relevant programme staff members to collect, collate and analyse quality data to produce various reports including data visualisation for evidence-based decision making. The key responsibilities include but are not limited to the following:

Responsibilities:

- Play the focal/ambassador role in implementing and using the AIM program's digital (BInsight) and manual MIS.
- Coordinate in-country testing of new digital (BInsight) and manual modules and/or forms and provide feedback before rolling out the modules/forms.
- Support in the annual budgeting for the AIM programme's MIS, technology and digitalisation unit.
- Support the AIM programme team in developing data collection, reporting, presentation tools, templates and protocols.
- Support to develop, test and implement guidelines on MIS implementation as needed.
- Strengthen capacity of the AIM programme staff on MIS, including delivery of online and/or in person trainings, coaching, and mentoring as needed.
- Ensure new AIM MIS users are onboarded effectively.
- Collaborate closely with the AIM team to ensure the data displayed in BInsight reports & dashboards is representative and similar to the actuals and what is being reported in key AIM reports or communications internally and externally.
- Follow-up with AIM regional managers on a regular basis so that they can ensure timely and high-quality programmatic data entry and reporting in BInsight by the Regional Managers, Branch Managers, Program Assistants, and other frontline staff as applicable.
- Help with data cleansing/cleaning and transformation for reporting and analysis.
- Generate analytical reports from the AIM programme digital (BInsight) MIS to support internal and external information requests
- Generate visualization products such as dashboards, maps, charts and infographics that show findings, summarized and customized information for internal and external presentations.
- Carry out data quality checks on the AIM programme quality-related BInsight databases and modules such as club formation, mentor selection, YDC formation and meetings, participant enrollment, attendance, club supervision, VSLA formation and tracking, livelihood support, youth advocates, etc.
- Support the AIM programme manager, field operation manager, and the MEL team in the implementation of data quality audits.
- Troubleshoot and resolve MIS issues in real-time to ensure digital (BInsight) and manual platform functionality. Further, escalate complex issues to the BI head office team using JIRA issue tracking system.
- Communicate updates or changes in digital (BInsight) and manual MIS modules promptly to the country teams.
- Collect user feedback to identify opportunities for system enhancements. Further, propose system improvements to the AIM central team and BI head office based on field insights.
- Ensure back-up and organization of all data and information sources (hard copy, soft copy)
- Contribute to learning generation and organisational reporting.
- Other duties as maybe assigned by the supervisor.

Safeguarding Responsibilities:

- Ensure the safety of team members from harm, abuse, neglect, harassment, and exploitation to achieve the project goals on safeguarding implementation. Act as a key source of support, guidance, and expertise on safeguarding to establish a safe working environment.

- Practice, promote, and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.
- Follow the safeguarding reporting procedure in case any reportable incident takes place; encourage others to do so.

Required Experience:

- At least 3 years of relevant work experience, preferably in development and implementation of both digital and manual management information system and/or database management in the NGO/INGO environment.
- Experience with data management including the ability to structure and collate data sets for ease of analysis.
- Experience with BIG data management.
- Previous experience in providing MIS technical assistance, MIS training module development, and MIS training facilitation.
- Demonstrated ability to navigate cultural sensitivity and maintain collaborative working relationships with a diverse group of stakeholders.
- Experience working in integrated social development programming, is a plus.

Education Qualifications:

- Bachelor Degree in Statistics, Economics, Information Technology, Social Science, Computer Science, Project Management or related field

Knowledge, skills & competencies:

- Excellent knowledge of technology-based information management including computer hardware and software systems.
- Familiarity and competence in using various digital data management platforms such as Taroworks-salesforce, CommCare, PowerBI, ONA, and Tableau.
- Strong information management and proficiency in IT/computer skills (including sound MS Excel, MS PowerPoint, and MS Word proficiency).
- Proven skills in analyzing statistical information and problem-solving.
- Data analysis using statistical packages such as Stata and/or SPSS will be an advantage.
- Skills in training materials development and staff capacity building
- Training facilitation skills
- Proactive, independent worker, highly motivated and able to use initiative to a significant degree, enthusiasm

Employment Type: Contractual

Salary: Negotiable

Women are highly encouraged to apply.

If you feel you are the right match for the above-mentioned position, please follow the application instructions accordingly:

Candidate needs to email their CV with a letter of interest mentioning educational grades, years of experience, current and expected salary at: bimcf.tanzania@brac.or.tz

Please mention the name of the position in the subject bar.

Only complete applications will be accepted and shortlisted candidates will be contacted.

Application deadline: 16th July, 2025.

BRAC is committed to safeguarding children, young people and vulnerable adults, and expects all employees and volunteers to share the same commitment. We believe every stakeholder and every member of the communities we work with has the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation - regardless of age, race, religion, and gender, status as an individual with a disability or ethnic origin. Therefore, our recruitment process includes extensive reference and background checks, self-disclosure of prior issues regarding sexual or other misconduct and criminal records and our values are a part of our Performance Management System.

BRAC is an equal opportunities employer.