

## MIS SPECIALIST

### Technical Assistance package for the Sustainable Energy Support Programme in Tajikistan

Terms of Reference for Short Term Expert	
Expert position	Management Information System (MIS) Expert
Expert Category	Junior Non-Key Expert
Mission start-end date	01.03.2024 – 13.11.2027
Minimum requirements	<p><i>Skills and qualifications:</i></p> <ul style="list-style-type: none"> <li>▪ A University degree in Management Information Systems, Computer Science, or a related field is required.</li> <li>▪ A minimum of 6 years of professional experience in MIS development, data analysis, or database management. Experience with the context of electricity sector will be a plus.</li> <li>▪ Proficiency in database management systems, data analysis tools, and reporting software.</li> <li>▪ Strong analytical and problem-solving skills, with the ability to work with large datasets and generate actionable insights.</li> <li>▪ Excellent communication and interpersonal skills, with the ability to collaborate effectively with technical and non-technical stakeholders.</li> <li>▪ Fluency in English, both written and spoken. Knowledge of Tajik or Russian languages is required.</li> <li>▪ Commitment to enhancing the efficiency and data-driven decision-making capabilities within the electricity sector in Tajikistan, aligning with the objectives of the Technical Assistance Programme.</li> </ul>
Duration/working days	Up to 410 working days
Task(s) assigned	<p><b>MIS Development:</b> Assist in the design, development, and implementation of management information systems tailored to the specific needs of the electricity sector, including generation, transmission, and distribution.</p> <p><b>Data Collection:</b> Support in establishing data collection mechanisms and procedures to gather relevant information on electricity generation, consumption, and infrastructure.</p> <p><b>Data Analysis:</b> Assist in analysing collected data to generate insights, trends, and performance indicators for the electricity sector.</p> <p><b>Report Generation:</b> Contribute to the creation of periodic reports and dashboards that provide stakeholders with key information on the performance and efficiency of the electricity sector.</p> <p><b>System Maintenance:</b> Participate in system maintenance, troubleshooting, and upgrades as needed to ensure data accuracy and system reliability.</p> <p><b>Capacity Building:</b> Provide training and capacity-building support to utility personnel and stakeholders to enhance their proficiency in using the MIS for decision-making and reporting.</p> <p><b>Integration:</b> Collaborate with other technical teams to integrate MIS data into broader energy sector planning and management processes.</p>
Output(s)	Inception, mission and progress reporting, etc. as requested