

## Job Framework

Job Title	MIS Officer	Cost Centre	
Location	Kampala, Uganda	No. of Direct Reports	None
Reporting to	Data Manager	Budget (Y/N)	Responsibilities

### The Role

We are seeking a versatile Management Information Systems (MIS) Officer with strong systems-thinking skills to join our team. In this role, you will support staff in effectively utilising our information systems and take a proactive approach to enhancing the performance of these systems. You will assist in designing and adapting reporting tools, developing dashboards, and troubleshooting system issues with a problem-solving mindset. Approaching data and digital platforms with a developer's eye for efficiency and enhancement, you will play a key part in strengthening data-driven decision-making and improving the organisation's overall effectiveness.

### Key Responsibilities

- Provide comprehensive technical support to staff members in understanding and effectively using information systems for data collection.
- Generate timely and accurate reports, data visualisations, and dashboards to support decision-making processes.
- Collaborate with internal stakeholders to identify system enhancement opportunities, streamline workflows, and improve user experience.
- Design, develop, and generate reports and dashboards from information systems to meet the specific needs of various stakeholders.
- Conduct training sessions and create user documentation to promote system proficiency and adoption.
- Support development or customisation of digital tools, templates or scripts to improve reporting, data collection and system efficiency.
- Analyse and interpret data to provide meaningful insights, trends, and actionable recommendations.
- Collaborate with stakeholders to define data collection requirements, ensuring data accuracy, consistency, and adherence to relevant standards.
- Train and support users in understanding the purpose, features, and workflows of data collection systems.
- Ensure compliance with data privacy and security regulations in all data collection activities.
- Stay up to date with system upgrades and new features and proactively communicate relevant information to users.
- Provide IT user support to staff.
- Any other Duties allocated

## Knowledge and Experience

- Systems thinker with the ability to analyse processes and propose digital or data-driven solutions.
- Strong knowledge of information systems and data collection methodologies.
- Proficiency in relevant reporting and data visualisation tools (e.g., Power BI, Tableau, R, Excel, etc.).
- Familiarity with databases, SQL, and data manipulation techniques.
- Excellent problem-solving skills and attention to detail.
- Strong communication and interpersonal skills to effectively collaborate with users and stakeholders.
- Ability to explain complex concepts in a clear and understandable manner.
- Proactive attitude towards user support and continuous improvement.
- Ability to work both independently and as part of a team.
- Understanding of data privacy and security principles.

## Qualifications and Training (essential/ desirable)

- Bachelor's degree in information systems, Computer Science, or a related field.
- 3+ years' experience in the implementation, administration and management of a variety of data management tools, including databases and spreadsheets
- Good knowledge and skills in working with Microsoft SQL Server 2008 & MySQL databases
- Professional Qualification in MSCSQLP or MSDBA is an added advantage

## Personal Attributes

Successful performance at MSI is not simply defined in terms of 'what' people achieve, but equally is about 'how' people go about their jobs and the impact that they have on others. We encourage and expect all team members will demonstrate the following behaviours:

- **Initiative**  
Thinking ahead and taking action to make the most of opportunities by finding the optimum solution
- **Innovative**  
Thinking creatively and outside of the box so that ideas generated create a positive outcome
- **Effective Communication**  
Communicating through active listening and good questioning techniques, using appropriate body language, ensuring information is clear and concise.
- **Responsive**  
Being responsive to changing priorities and demands
- **Working Efficiently**  
Planning, prioritising and organising work to ensure work is accurate and deadlines are met
- **Sharing Information**  
Sharing information and knowledge whilst maintaining confidentiality
- **Focus on Learning**  
Taking responsibility for keeping knowledge and skills updated and for seeking opportunities to develop further

- **Commitment**

Awareness and understanding of goals, vision and values and how your role impacts on this and going the extra mile to meet role requirements

- **Driven**

Drive and determination to deliver results

- **Accountable**

Taking responsibility for appropriate decisions that you make, and the actions and behaviour you demonstrate

- **Embracing Change**

Openness to embracing change within the organisation and being able to adjust plans/activities accordingly

- **Motivated**

Motivation towards achieving quality results to maximise potential

- **Team Player**

Working as part of a team by being supportive, flexible and showing respect for each other

## MSI Behaviours and Values

### **Work as One MSI**

- You contribute, use, and share accurate data and evidence to improve understanding, insight and decision-making across MSI, enabling us to maximise our ability to influence others.
- You share relevant knowledge, expertise and resources to strengthen teamwork and prevent duplication of effort.
- You actively work as part of a team, providing support and flexibility to colleagues, demonstrating fairness, understanding and respect for all people and cultures.

### **Show courage, authenticity and integrity**

- You hold yourself accountable for the decisions you make and the behaviours you demonstrate.
- You are courageous in challenging others and taking appropriate managed risks.

### **Develop and grow**

- You seek feedback to enable greater self-awareness and provide the same to others in a way which inspires them to be even more effective.
- You manage your career development including keeping your knowledge and skills up to date.

### **Deliver excellence, always**

- You strive to consistently meet and exceed expectations, putting clients at the centre of everything, and implement smarter, more efficient ways of performing your role.
- You build and maintain effective long-term working relationships with all stakeholders, and are a true MSI ambassador.

### **Leadership (For Leaders only)**

- You inspire individuals and teams, through situational leadership, providing clear direction.
- You seek and provide opportunities which motivate team members, helping to develop skills and potential whilst strengthening our talent and succession pipeline.
- You are aware of emerging developments in our sector, demonstrating strategic insight about our clients and business and encourage this in your team.
- You articulate a vision of the future which inspires and excites others.

## MSI Values

- **Mission driven:** With unwavering commitment, we exist to empower women and men to have children by choice not chance.
- **Client centred:** We are passionate about our clients and dedicate our efforts to delivering agreed objectives to the highest possible quality.
- **Accountable:** We are accountable for our actions and take responsibility for everything we do to ensure long term sustainability and increased impact.
- **Courageous:** We recruit and nurture talented, passionate and brave people who have the courage to push boundaries, make tough decisions and challenge others in line with our mission.

If you meet the specified minimum job requirements, we encourage you to apply following the procedures below.

### Application Process:

- Submit your cover letter, CV, and academic documents as a single PDF file.
  - Clearly indicate the job title in the subject line of your email.
  - Send your application to [jobs@mariestopes.or.ug](mailto:jobs@mariestopes.or.ug).
  - Applications will be reviewed on a rolling basis; early submissions are encouraged.
  - **Deadline: 20th October 2025**
1. **MSUG IS AN EQUAL OPPORTUNITIES EMPLOYER, COMMITTED TO SAFEGUARDING HUMANITY AND EXPECTS ALL POSITION HOLDERS TO SHARE THIS COMMITMENT.**
  2. **MSUG HAS A WELL-GUIDED AND TRANSPARENT RECRUITMENT PROCESS THAT REQUIRES NO PAYMENT OR SEXUAL FAVOURS FROM ANY CANDIDATE/JOB APPLICANTS/POTENTIAL JOB SEEKERS AS A PRE-EMPLOYMENT REQUIREMENT.**
  3. **QUALIFIED FEMALE CANDIDATES ARE ENCOURAGED TO APPLY.**