



BRAC International is Hiring! Join BRAC International to create opportunities for people to realise their potential.

Position: Management Information System (MIS) Officer

Job Location: Nyanza District - Rwanda

About the Role:

The position holder will support the development and implementation of AIM programme, manual and digital (BInsight) programme management information system. In collaboration with BRAC Rwanda IT, 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.

Key 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 tracking output and outcome indicators data reporting quarterly and annually
- 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, MF group 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.
- As a member of MEAL team, will support in the MIS data verification.
- 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.
- Attend relevant meetings on information and data management
- 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 organizational 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.

Major Challenges:

- Managing effective coordination among several team members within the BRAC family.
- Collection, collating, analysis, and presentation of BIG (volume, velocity, variety, veracity, and value) data.
- Accessing hard-to-reach areas during in-person support and capacity building of programme staff.

- Changes in the digital MIS (BInsight) as the AIM programme evolves and gets redesigned.

Key Performance Indicators (KPIs):

- Data quality (accuracy, completeness, validity, consistency, uniqueness, timeliness and fitness for purpose) in the country AIM digital (BInsight) and manual MIS.
- Country-specific MIS training including identification of MIS capacity gaps, staff capacity building plans and roll-out.
- Enhanced capacity of the AIM programme staff (end user) in the usage of old and new BInsight modules.
- Timely tracking, escalation, and resolving of MIS issues.
- Real-time availability of frequently used MIS data, analyzed and presented in simple but informative (availability of needed data points) infographics for business intelligence and programme decision-making.
- Individual/specific KPIs as agreed with supervisor.

Academic Qualifications:

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

Required Skills, Competencies & Knowledge:

- 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, ODK, Kobo collect, 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
- Exhibit empathy and positive interpersonal skills, including cultural competence.
- Report writing skills and fluency in spoken and written English.

Experience Requirements:

- 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.

Employment type: Fixed-Term

Salary: Negotiable

About BRAC International:

BRAC International (BI), a leading non-profit organization, is on a mission to empower people and communities facing poverty, illiteracy, disease, and social injustice. Our vision is to create a world free from exploitation and discrimination, where everyone has the opportunity to realise their potential. We design proven, scalable solutions that equip people with the support and confidence they need to achieve their potential.

BRAC was founded in Bangladesh in 1972 and over the last five decades has grown to become one of the world's largest non-governmental organisations (NGOs), reaching over 100 million people. We started our first international operation by venturing into Afghanistan in 2002, building on lessons from our work in Bangladesh to support a nation devastated by war. Currently operating in 16 countries across Asia and Africa. Born, proven and led in the Global South, BRAC International brings a unique Southern perspective and commitment to continuous learning, providing a depth of insight, experience and evidence to meet the needs of diverse communities with humility and courage across Asia and Africa. To learn more about BRAC International, please visit (www.bracinternational.org)

Our Core Values:

Integrity: We approach our work with honesty and integrity.

Innovation: We innovate and iterate to improve our impact.

Inclusiveness: We foster inclusion to reach those who need it most.

Effectiveness: We strive for effectiveness to better serve people in poverty.

If you feel you are the right match for the above-mentioned position, please follow the application process to grab your dream opportunity!

Qualified and interested candidates are recommended to email their Resume with a signed cover letter attaching notarized copies of academic qualifications and professional certifications (if any) etc. in a single PDF format and any supporting documents to sbirwanda.recruitment@brac.net

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

Application deadline: 14th November 2025

Please note that shortlisting will be conducted on a rolling basis, and only shortlisted candidates will be contacted.

BRAC is committed to safeguarding children, young people and 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 policy and procedure include extensive background checks and disclosure of criminal records in order to ensure safeguarding to the fullest extent.

“BRAC International is an equal opportunities employer”