

## INFORMATION PACK - TERMS OF REFERENCE:

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<b>Title:</b>	MIS (Management Information System) Officer – PRISMA 2		
<b>Eligibility Criteria:</b>	Open to Nationals Only	<b>Location:</b>	Surabaya
<b>Position Type:</b>	Long Term Position	<b>Term:</b>	24 months plus possible extension
<b>Reporting To:</b>	<b>PRISMA's Head of Management Information System</b>	<b>Start Date:</b>	June 2019

### 1. BACKGROUND OF THE PROJECT

The Australia-Indonesia Partnership for Promoting Rural Incomes through Support for Markets in Agriculture (PRISMA 2) is a five -year program (2019 – 2023) funded by the Australian Government's aid program and implemented in cooperation with the Government of Indonesia. The program will build upon the achievements and results of Phase 1 (2013-2018), using a market systems development (MSD) approach to support inclusive economic growth in Indonesia's agriculture sector.

PRISMA 2 will improve smallholder farmers' competitiveness and access to new markets, better inputs, know-how and technology. It will aim to achieve a sustainable 30% increase in the net incomes of a further 700,000 smallholder farming households in Indonesia by 2023 (total 1 million farming households). The program operates in six provinces: East Java, West Nusa Tenggara (NTB), East Nusa Tenggara (NTT), Papua, West Papua and Central Java.

### 2. PURPOSE OF THE POSITION

Under the direction of the Head of MIS, the MIS Officer will be responsible for providing technical support and implementation to the MIS functions, both Corporate Functions and Project Management Functions, and also Integration in PRISMA 2, focusing on technical area of the solution and efficient system, and expected to work in close-coordination with Head of MIS for the technical aspects of the system.

### 3. ROLES AND RESPONSIBILITIES

This position will be expected to:

#### A. Application Analysis

- a. Evaluating current process, gathering requirements, and uncovering areas for improvements.
- b. Leading ongoing reviews of processes and developing optimization strategies.
- c. Ensuring solutions meet business needs and requirements.

#### B. Application Development

- a. Develop in-house Project Management Functions, coordinate with Core Management Team, consultant, managing vendors, and internal team.
- b. Develop in-house Contract Management System, coordinate with Core Management Team, consultant, managing vendors and internal team.
- c. Develop in-house Corporate Functions, coordinate with Core Management Team, consultant, managing vendors and internal team.
- d. Ensure the compliancy of the MIS functions with the IT (information technology) standards and best-practice, as required by PRISMA 2 guidelines and framework.
- e. Develop system enhancement required by the Program, when needed.

- f. Support the use or rollout of the system and provide the Head of MIS feedback on the extent of system uptake well as the issues and bottlenecks (if any) that need to be addressed at various levels of project organization

### **C. Application Support**

- a. Support the current implementation of Microsoft Dynamics GP for Corporate Functions, coordinate with core management team, consultant, internal team and managing vendors.
- b. Update, maintain and troubleshoot of the finished MIS functions.
- c. Provide technical supports for all PRISMA 2 team in term of the MIS functions.
- d. Prepare training design and / or module on the application of the system, as appropriate.
- e. Conduct training and assist end users on the application of the whole system, where required.

### **D. Others**

- a. Oversee and manage vendors' contracts.
- b. Carry out any other relevant tasks / duties as requested by the Head of MIS.

## **4. KEY SELECTION CRITERIA**

### **Essential**

- Academic background of Computer Science or similar discipline.
- At least 2 years of experience in Management Information System (MIS) or similar role.
- Extensive experience in implementation of ERP system, preferably Microsoft Dynamics GP.
- Advanced technical understanding of:
  - RDBMS development using Microsoft SQL Server and MySQL. Any other database skill is an advantage.
  - Data analytics tools, preferably using open source such as R and Python. Any other tools (such as STATA, SPSS) is an advantage.
  - Web development, preferably using Ruby on Rails framework. Any other languages and frameworks is an advantage
- Intermediate understanding of:
  - Windows infrastructure and ecosystem, including Active Directory, Group Policy, and any other features.
  - Linux infrastructure and ecosystem
  - Microsoft Azure cloud platform.
  - Amazon Web Service (AWS) cloud platform
  - Microsoft GP and its ecosystem.
- Proficiency with software development best-practices, such as: source control, continuous integration, automated build and deployment.
- Able to communicate effectively in English and Bahasa Indonesia.
- Fast learner and able to work with the team.

### **Desirable**

- Experience on projects funded by the Australian Department of Foreign Affairs and Trade (DFAT), in relation with process and document standards of DFAT.
- Experience on open source software and tools.

## 5. FUNCTIONAL RELATIONSHIPS

This position:

- The MIS Officer shall be working under the close supervision of and will report to the Head of MIS.
- The MIS Officer will work closely with other members of the MIS Team,
- He / she will liaise with Program and RML team, as well as, other team to create best tool for the requirements.
- He / she will coordinate closely with IT team to ascertain and develop required information and MIS support needs.
- Maybe required to travel to provincial offices.

## 6. APPLICATION

Female candidates and people with disabilities are strongly encouraged to apply.

Please refer to the link for detailed information and how to apply: [PRISMA 2 - MIS Officer](#).

Application close on **22<sup>nd</sup> May 2019**. Successful applicants will be contacted by email/phone expected join date will be on June 2019.

Should you experience any issues logging in or submitting your CV, or if you have any questions, please contact [recruitment@aip-prisma.or.id](mailto:recruitment@aip-prisma.or.id)