Terms of Reference for
Director Information Technology (IT)

Overall Job Objective:

An experienced and dynamic Director IT **is** required to contribute in the implementation of integration of SAP & MIS systems in the AAP task force effectively, by providing technical support.

Objectives of the Assignment:

The **Director IT** shall provide all technical support for system installation, and extraction of financial data periodically from SAP, and prepare reports for PFM Unit at TFS. S/he will work under the direct supervision of the Director Finance and Programme Coordinator- Nutrition for AAP and will be responsible for providing assistance and technical guidance; and for executing the SAP/ IT activities. S/he will support improvements in the implementation and performance of project; and assist in the establishment, harmonization and improvement of SAP/IT System policies and procedures, consistent with effective GoS/GoP PFM framework. This requires close coordination and communication with all stakeholders, external consultants and field staff where appropriate. S/he will be responsible for the development of all the related SAP/IT System documentation and reports, which will serve as the basis for all managerial decisions.

Scope of Work:

The scope of work as specified below is intended to describe the general nature and level of work to be performed by the director IT: effective implementation of the Accelerated Action Plan by establishing and strengthening SAP System (FABS Link) and support the FM Unit of AAP within the Task Force Secretariat and coordinate with all the Sectoral hubs budget execution reports and reporting of the Project and Accelerated Action Plan expenditure.

The scope of work as specified below is intended to describe the general nature and level of work

to be performed by the Director IT:

1. Develop and document comprehensive Information Systems for information and communication technology related required to be put in place to support project objectives.

2. Monitor day-to-day implementation of the project activities, analyze problems that hamper their implementation and suggest the coordinator on appropriate measures to

ensure timely delivery of required outputs and achievement of measurable results related to Information and Communication Technology.

3. Provide support for system functional, operational and technical issues;

4. Filter and "clean" data by reviewing reports and performance indicators.

5. Create and generate reports in timely and accurate manner.

6. Support the functionalization and updating of M&E Dashboard, and support creation of a robust MIS of the program (AAP).

7. To ensure functionalization and maintenance of SAP System at AAP Secretariat.

8. To extract data from the FABS/SAP periodically and regularly, and prepare Real-time expenditure report on nutrition related expenditure.

9. To extract Budget Execution Reports of AAP Sectors and cost centers pertaining to AAP Program regularly & periodically.

10. To support the AAP secretariat for nutrition expenditure tracking reports.

11. Provide technical support to TFS, PFM Unit on mapping of new schemes/projects/programs related to Nutrition, and generating customized reports

12. Any other relevant task assigned by the Competent Authority.

Qualification

At least master's degree in Computer sciences and computer related disciplines degree from HEC recognized local or foreign University.

Experience:

- at least 08 years 'or more experience and he/she should have high level of proficiency in Windows , MS office , Excel , PowerPoint and /or Statistical Software(SPSS,STATA).

Skills

Advance skills in data analysis , presentation and report writing combined with excellent analytical skills with proactive energetic approach to problem solving .

Contract Period
The duration of service of Director IT shall be for One (01) year and contract may be extended further on need-cum performance basis.