

International Business & Technical Consultants, Inc.

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International Business & Technical Consultants, Inc. (**IBTCI**), a U.S. based international development consulting company established in 1987, has worked in over one hundred countries and implemented over two hundred projects. IBTCI serves government agencies, private sector companies and several donor agencies. IBTCI specializes in Monitoring & Evaluation (M&E) across many sectors including, but not limited to, conflict and crisis, democracy and governance, economic growth, education, environment, and global health.

Job Title: Local Information Management Specialist
Department/Location: Liberia
Reports To: Education Management Specialist
Type: Long-Term Consultant
Close Date: 10th June'2017

Expected Period of Performance: June 1, 2017 – September 30, 2018

Overview: The Liberia-based Information Management Specialist will contribute technical, administrative and logistical inputs to support the design, implementation and tracking of IBTCI's activities. Across all three years of the activity, she/he will measure, track and advise improvements to the local Education Management Information System (EMIS), as well as the Accelerated Learning Program (ALP). These activities will also include workshops for a limited number of County and District education officers who oversee schools implementing the Accelerated Learning Program. She/He will design and implement a needs assessment and be responsible for conducting ongoing training and consultations with District Information Officers.

Essential Duties/Tasks and Responsibilities:

- Evaluate data collected and identify ways to improve data quality, management, availability and usage;
- Work with EMIS users to improve EMIS reports to better meet their needs;
- Implement and maintain file plan structures for hard copy and electronic records to support EMIS;
- Promote best practices and participate in developing content, messaging, and training materials to further the goals of the EMIS;
- Educate and engage EMIS users in the proper use and management of information and the tools that manage them.

Required Knowledge, Skills and Abilities:

- At least 5 years of experience working with education programming including on USAID projects, with at least 2-3 years of experience working directly with EMIS;
- Experience working with and training both teachers and district-level officials on using the Liberian Education Management Information Systems (EMIS) or comparable MIS's;
- Knowledge of and experience with Monitoring and Evaluation methodologies;

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- Demonstrated strength and experience developing the data collection and management capacity of organizations;
- Proven ability to work collaboratively and build consensus across diverse sets of stakeholders;
- Strong written and oral communication skills;
- Strong facilitation and training skills;
- Fluency in written and spoken English.

Education:

- Post-graduate Degree in Education, Information Systems, Training, or a related field;

Supervisory Responsibility: None.

Travel: Local Travel could be up to 50%.

IBTCI is committed to a policy of equal employment opportunity for all persons without regard to race, color, religion, sex, age, marital status, disability, sexual orientation, national origin, disabled veteran or Vietnam-era veteran, or any other classification protected by applicable anti-discrimination laws. We prohibit and do not tolerate any form of discrimination or harassment.