

**Apply today and you could be...**

## **A Human Resources Management Information System Advisor at the Ministry of Health, Malawi**

### **What's the context and purpose of the role?**

This is an incredible opportunity to make a lasting contribution to Malawi's Department of the Ministry of Health. By developing the systems necessary for effective HR management, you'll increase the capacity of the department. The Ministry suffers from limited MIS, leading to inadequate HR planning and analysis. This results in loss of skilled staff, reactive rather than proactive management, limited capacity in analysing vacancies and imbalances in the geographic distribution of staff, all leading to a poor quality of health service. As well as providing you with a unique challenge, this high-level role will help to greatly improve the healthcare provisions in Malawi.

### **What does the role involve?**

- Develop the specifications for an MIS system based on existing reports and recommendations.
- Develop the Human Resources Database Management System for the Ministry of Health.
- Pilot the system in focus districts liaising with stakeholders to ensure the system meets their needs.
- Produce user-friendly guidelines.
- Develop a training course of MoH staff.
- Support and mentor colleagues to deliver training.



### **What skills, experience and personal qualities are needed for the role?**

You'll be educated to degree level in computer sciences or similar with at least 2 years' work experience in an IT company. You'll need expert knowledge of RDBMS, SQL and PL/SQL. You'll have developed high performance and high availability systems and systematic software development methodologies. Ideally you'll have experience of delivering training in these systems, however the first objective is to setup appropriate HRMIS so technical computer skills are prioritized over training skills.

In addition you'll need to be highly motivated and able to work in small teams. You'll be used to working in pressurised environments, be flexible and self-motivated and prepared to work in a resource-poor environment where the technology used may be fairly basic.

### **And the rest**

Lilongwe is the capital and administrative center of Malawi. It is a relatively new city and is spacious and leafy. Whilst all of the amenities you would expect from a capital are present, Lilongwe lacks the hustle and bustle of many capital cities. It has a number of good restaurants, bars, supermarkets, internet cafes and many shops. Lake Malawi is just 2 hours drive away for weekend breaks.

We'll ask you to commit to 12 - 24 months to make a sustainable contribution to our development goals. In return, we'll give you comprehensive financial, personal and professional support. We'll provide you with extensive training before your placement, and our financial package includes a local salary, return flights, accommodation, insurance and more. When you return to your home country, we'll help you to resettle and many of our returned volunteers stay involved with us long after their placement ends. [www.vso.org.uk/volunteering](http://www.vso.org.uk/volunteering)