

Introduction

At MSI Reproductive Choices, our mission, 'Children by choice, not chance', is at the heart of everything we do. We provide high-quality contraception, safe abortion and post-abortion care services, and work to create an enabling environment for safe access for all. All team members must support us in our mission.

We want individuals who believe in our mission and who can clearly describe how and why they feel what MSI Reproductive Choices does is important. To achieve this, every candidate is given the opportunity to provide their thoughts and opinions on our mission statement in the online application form. We only consider applications from candidates who are aligned with MSI Reproductive Choices mission and vision to eliminate unsafe abortion in the countries where we work.

For this reason, only **fully pro-choice candidates** will be considered for any role within MSI. Please ensure that you read the MSI Reproductive Choices Candidate Pack carefully before applying.

MSI Reproductive Choices is committed to creating an inclusive environment with a workforce which is representative of the communities we serve. We're proud to be an equal opportunities employer and give equal consideration to all qualified applicants without regard to race, ethnicity, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age. MSI is committed to safeguarding and promoting the welfare of all team members and clients, with a focus on vulnerable groups. MSI is committed to compliance with all fair employment practices including citizenship and immigration status.

Please note this role will be subject to full pre-employment background checks which may include, but is not limited to employment references, right to work verification and basic criminal record checks.

Key Skills

To be a suitable candidate for this role it is essential that you have the following skills:

- Computer literacy, including Excel skills
- Fluent in English, both written and verbal
- Analytical skills with ability to analyse and critically query complex data and processes
- Demonstrable problem solving and troubleshooting skills
- Technical mindset with ability to quickly understand new systems or processes
- Attention to detail; methodical and precise
- Proactive, with an ability to identify issues and opportunities before they arise
- Collaborator, with ability to deliver within and across team structures
- Demonstrable verbal & written communication skills, with ability to communicate effectively with technical and non-technical colleagues
- Ability to continuously reflect and adjust ways of working, documenting, and sharing lessons learned

All MSI Reproductive Choices person specifications are subject to a language neutrality test prior to approval and we're always looking for new ways to make our recruitment process as fair and unbiased as we can. If you'd like to provide feedback on MSI Reproductive Choices recruitment process, please do so via email to

recruitmentinbox@msichoice.org

Person Specification:

Operational Information Officer



- Planning and organisational skills with the ability to juggle multiple projects to deliver them with quality and on time
- Ability to operate independently

Any of the following are considered desirable but not essential for the role:

- Advanced Excel competence
- Experience working databases
- French speaker
- Experience of providing end user support

Key Experience

To be considered for this role, it is ideal but not essential that you have the following:

- Experience working with frontline data collection and information use in a health management information systems role
- Experience with designing user-oriented processes and tools
- Experience in providing technical assistance and training to staff, remotely and in-person
- Experience in writing and editing documents for various audiences, including non-technical ones
- Experience with successful change management initiatives, processes, and methodologies
- Experience in project management
- Experience in using data to drive performance improvement
- People skills, with experience working cross-culturally and providing remote support
- Knowledge of MSI operational data systems (CLIC, DHIS2, CommCare, EHR)
- Ability to demonstrate strategic thinking

Formal Education/qualification

To be considered for this role, it is ideal but not essential that you have the following:

- Master's degree or equivalent in management information systems, public health, or a related discipline
- Project Management qualification (e.g. PRINCE2 or similar)
- Change Management certification (e.g. ProSci or similar)

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Personal Attributes

MSI Reproductive Choices is dedicated to equal opportunity for all and recognises that every individual is unique. Apart from seeking to embrace individual differences and celebrate the diversity of our workforce, we also want to ensure that every team member is suited to their role and that they are given the best opportunity to succeed.

The personal attributes described below have been developed in accordance with the job description and other contextual factors relating to the role and are considered **essential**.

For this role, we're looking for an individual who is:

- Able to empathise with and build customer relationships.
- Innovative, with the ability to show initiative.
- A quick learner who can easily pick up new skills.
- Proactive and practical approach to work, with a 'can do' attitude
- Dependable and can self-manage.
- Able to keep calm and work effectively under pressure
- Resilient, flexible, and thrives in fast-paced, dynamic environments
- Team player
- Actively seeks out feedback on their performance (results and behaviours) with a view to continuously learn and develop
- Committed to the protection of team members and clients, with a focus on vulnerable groups
- Ability to work in a diverse and inclusive environment, respecting and collaborating with all individuals equally, and with a commitment to overcome bias and prejudice.
- Driven by doing work that directly impacts those most in need