



## JOB DESCRIPTION

### MIS Specialist

Vacancy No.:	MISFA/HR/203
Organization:	MISFA
Location:	Kabul
Duration:	Permanent
Salary:	As per organization salary scale
No. of Post:	One
Nationality:	Afghan
Date Announced:	February 2, 2026
Closing Date:	February 16, 2026

#### **Background:**

The Microfinance Investment and Support Facility for Afghanistan (MISFA) is an apex institution of the microfinance sector which provides both technical and financial support to the financial institutions including microfinance institutions (MFIs) and commercial banks. Since its inception in 2003, MISFA has been a wholesale financier of the MFIs.

To monitor the performance and status of the partner institutions, MISFA collects, analyses and stores the monthly portfolio and financial data of the partner institutions in an Excel-based database titled 'Monthly Performance Report'(MPR)'. With the increasing number of partners and geographic expansion of microfinance services, MISFA intends to upgrade its database to a cloud-based, robust, secure, and scalable Management Information System (MIS) in order to increase efficiency, accuracy as well as to strengthen reporting and analysis. The MIS will integrate program, financial and operational data into one unified platform.

MISFA is looking for a qualified MIS specialist to support the development and administration of the system.

**Job Description:**

- Coordinate with the consulting firm on the development of a robust, cloud-based MIS system
- Ensure that the monthly performance data of MFIs is properly collected and entered into the system and generate management reports.
- Support the Monitoring and Supervision Department (MSD) team in assessing the partner-institutions' MIS and CBS.
- Review and validate the consistency and accuracy of MIS data of MISFA partner institutions and discuss with users the findings and propose corrections, adjustments and/or improvements.
- Manage the MIS and ensure that the system is updated and upgraded as required.
- Develop or support the development of MIS, applications such as chatbots or other platforms to facilitate the exchange of knowledge, information and experience among the stakeholders.
- Train the relevant MISFA and MFIs' staff on the use of MIS software and developing user manuals.
- Ensure data security, user access rights, and maintaining confidentiality.
- Generate statistical reports, graphs, maps and infographics on microfinance sector outreach and other performance indicators on monthly basis and as when required.
- Perform any other tasks as assigned.

**Job Specification:**

- A Bachelor degree in Computer Science, IT, Information Systems, or a related field. Master's Degree in the same disciplines will be preferred. MIS related qualification/certifications will be accorded due weightage.
- A minimum of five (5) years' relevant work experience in the development and administering of Management Information Systems (MIS).
- Proficiency in database management (MySQL), programming languages (Python, PHP), web technologies, and, sometimes, mobile app development.
- Strong analytical, troubleshooting, and communication skills.
- Experience of working with financial institutions is desired.
- Fluency in written and spoken English Language is required

**Reporting:**

The MIS specialist will report to the Program Director.

**Submission Guideline:**

The application package, acceptable in English language only, should comprise an up-to-date résumé and cover letter explaining your interest and suitability for the position.

Interested candidates should submit their application package only by e-mail with the subject “Vacancy – MIS Specialist” to [jobs@misfa.org.af](mailto:jobs@misfa.org.af). The application deadline is February 16, 2026.

Due to the expected large number of applications, only shortlisted candidates would be contacted.