

**Structured LMIS**

**MOL. Dept**

**Data and Information Unit:**

**This unit follows the Secretary General of the Ministry directly and undertakes the following tasks:**

* Prepare tools and mechanisms for collecting data for the labour sector.
* Participate in the preparation of studies on data related to the labour sector
* Coordination and communication with the Department of Statistics and related institutions in the labour sector
* Establishing networks that facilitate data access and usage.
* Serve as a (data and information bank) for the labour sector
* Preparation of periodic reports
* Perform any tasks assigned by the Secretary General of the Ministry.

**Job Description of the Director of Data and Information Unit**

**Objective and purpose of the function:**

Ensure the provision of an integrated information system that helps to quickly save, operate and retrieve information and provide the necessary data for senior management to follow up, evaluate, make decisions, and work to raise the efficiency of the system infrastructure to meet the needs of different departments and activities

**Tasks and responsibilities:**

* Defines the development requirements based on the study of the Ministry's needs and sets the necessary plans for the required  
  development needs
* Continuing the operation of the applied system, assesses its efficiency, supervises the analysis of the needs of the departments used for these systems and develops plans to secure these needs.
* Defines the specifications of alternatives and additions / updates needed and examines their technical feasibility.
* Examines and analyses the operating problems of the used system, develops root solutions to prevent replication, presents them to senior management, and oversees implementation
* Keep track of the efficiency of the system and verify its suitability to the requirements of users.
* Keeps repairing faults as soon as possible and works to minimize them
* Assess the performance of direct managers, and develop career development plans to raise their skill levels.

**Scope of responsibility and supervision:**  
**Division of Data - division of Studies**

**Qualifications:**  
Bachelor of Computer Science or equivalent.  
**Experiences :**  
 At least 10 years of experience in the design, construction, maintenance and systems management.

**Data Division (staff):**

**Tasks and responsibilities:**

* Collecting information, data and statistics related to all aspects of the Ministry's activities, and providing the internal and external bodies with the needs of them as specified in the instructions.

• To sort and classify data and statistics related to the labour sector, and to put the foundations for storing and retrieving them.

• Contribute to the conduct of statistical analysis and contribute to the preparation of annual statistical books.

• Develop an information exchange system between business sector data providers.

• Review periodicals reports issued by the directorates of the ministry containing statistical data and information.

• Preparation of reports and publications that illustrate the achievements of the ministry.

• Contribute to the preparation of the annual report of the Ministry.

**Scope of responsibility and supervision:**  
Head of Division

Statistical: 1

**Qualifications:**

Bachelor of Computer Science or Statistics or equivalent.

**Experiences:**  
 At least 5 years of experience in data collection and personnel management.

3 years’ experience in data collection and follow-up.

**Studies Division (3 employees):**

**Tasks and responsibilities:**

* Collect studies and research on the labour sector and prepare the studies needed by this sector.
* Sorting and classification of studies related to the labour sector, and dissemination.
* Contribute to the conduct of statistical analysis and contribute to the preparation of annual statistical books.
* Prepare appropriate studies according to available data from the available information system.
* Contribute to the preparation of the annual report of the Ministry.

**Scope of responsibility and supervision:**  
Head of Division

Economist :1

Administrative: 1

**Qualifications:**

Bachelor of Economics or equivalent, Bachelor of Information Systems or equivalent.

**Experiences:**  
 At least 5 years of experience in data collection and personnel management.

3 years’ experience in the field of studies and research.

3 years’ experience in follow-up.