ACLAIM Africa Limited

Client:	
Project:	**Recruitment of MIS Officer**
Subject:	**Practical Interview Guide & Score-sheet**
Duration:	**30 mins**
Date:	**11/02/2026**
Panelist Name:	
Platform	**Zoom /screen-sharing enabled**
Candidate Name:	

Requirements	Software & Tools
- A laptop or desktop computer (tablets and phones are not permitted) - Stable internet connection - Webcam and microphone enabled - Ability to share their full screen (not a single window) - A quiet working environment	- Microsoft Excel **or** LibreOffice Calc - Power BI Desktop **(Optional)** - Zoom

Data Provided

- Candidates will receive:
  - A **raw dataset** (VSLA / Education / Agriculture) vsla kobo raw.csv, agriculture inputs.csv, education attendance.csv
  - Written **instructions at the start of the exercise**
- No internet research or external datasets are required.

INSTRUCTIONS
- Use the provided datasets only.
- Clearly explain your assumptions and decisions.
- You may present outputs using tables, charts, dashboards, or structured explanations.
- Focus on **practical, realistic solutions** suitable for a field-based NGO environment.

Submit a folder with your name and all the answers

Question	Max Score
Q1. Data Quality & Cleaning (12 Minutes)	
Using **VSLA data only**, answer the following: **1.** Clean the VSLA dataset so that it is suitable for MIS reporting and management decision-making at district and national level. **2.** Submit the cleaned dataset as: • **vsla_cleaned.csv OR vsla_cleaned.xlsx** **3.** In a one-page summary (bullet points only), list: • Five (5) data quality issues that would materially affect MIS indicators, trends, or management decisions • For each issue, state the action taken: **Fixed / Excluded / Left but flagged**	**15**
Q2. MIS Design & Integration (8 Minutes)	
Assuming **multiple offices collect data independently**, answer the following in bullet points: **1.** Describe the end-to-end MIS data flow from field collection → central storage → reporting and indicate where validation occurs. **2.** Explain where VSLA, Education, and Agriculture datasets sit within the MIS (raw, cleaned, reporting layers). **3.** Identify **3** common fields used to link the datasets and explain how consistency would be enforced across offices. **4.** Explain who accesses what data (Programs / MEAL / Management) and at what level (view, edit, approve).	**15**
Q3. Indicators & Reporting (6 minutes)	
Using **any ONE dataset** (VSLA / Education / Agriculture), answer the following:	**10**

1. Identify **4** indicators that a Country Director or Program Manager would use to make decisions.

2. Present the indicators as either:
• A small indicator table **OR**
• A simple Excel / Power BI / Google Sheets visual.

3. Ensure indicators have clear, non-technical labels and correct aggregation logic (time or geographic consistency).

Q4. IT & Data Protection Check (4 Minutes)	
A **Senior Field Officer** reports: "Our office can sometimes access Google Workspace, but data submissions fail during busy hours. Other offices are working normally." Answer the following in bullet points: **1.** Identify two **2** likely office-level network or internet causes for this situation. **2.** For each cause, state **1** immediate check or action you would take before escalation. **3.** Describe **2** practical workaround to keep MIS operations running while the issue is being resolved.	5
Q5. Database Design & Operations (4 Minutes)	
The organization stores VSLA, Education, and Agriculture data in a central database used for dashboards and reporting. Answer the following in bullet points: **1.** Describe how you would structure the database at a high level to support reporting (tables or layers). **2.** Identify **2** database-related risks that could affect reporting accuracy or availability. **3.** For each risk, state **1** control or practice you would apply to mitigate it. *[No SQL required. Focus on structure, integrity, and reliability.]*	5