	Executive MIS, **Bharat Rural Livelihood Foundation,** **New Delhi**

1. POSITION VACANT: Executive MIS, Bharat Rural Livelihood Foundation, New Delhi.

2. ORGANIZATION BACKGROUND:

Bharat Rural Livelihoods Foundation (BRLF) was set up by the Ministry of Rural Development, Government of India (GOI) as an independent organization under the Societies Registration Act to facilitate civil society action in partnership with State and Central Government, for transforming livelihoods and lives of rural households, with an emphasis on women, particularly in the Central Indian Tribal Region.

BRLF is a unique and first-of-its-kind initiative. The Foundation is a partnership between Government on the one hand and private sector philanthropies and public and private sector undertakings (under Corporate Social Responsibility) on the other. Significant functions of **BRLF** are fostering strategic partnerships with state govt to improve program outcomes, providing financial grants to Civil Society Organizations (CSOs) to meet their human resource and institutional costs for up-scaling of proven interventions, investing in institutional strengthening of smaller CSOs, capacity building of professional human resources working at the grassroots, and to create a knowledge hub for the sector.

For more details about **BRLF**, please visit https://www.brlf.in/

2. JOB DESCRIPTION/ RESPONSIBILITIES:

Reporting to the **Senior Programme Executive MIS**, the **Executive MIS** (**Exec-MIS**) shall be responsible for setting up and maintaining a robust Management information system for **BRLF**. S/he will also work closely with project partners, field staff, and software developers.

Key Job Responsibilities:

- Analyze project-based data requirements for MIS and build indicators in consultation with the respective Project Anchors.
- Provide technical support to SPE- MIS on the overall management and operation of MIS.
- Build healthy relationships with **BRLF**'s supported partner organizations to ensure timely project progress reporting.
- Provide day-to-day technical support to the partner organization and help them troubleshoot the issues.
- Build capacities of MIS coordinators or project staff for effectively compiling and monitoring the data reported by the partners.
- Undertake periodic data quality assessments to ensure data accuracy and monitor progress.
- Ensure regular data cleaning at the partner level.
- Assist SPE-MIS in consolidating data at the organizational level.
- Provide clean, verified, and sanitized data for the website, social media, annual report, and other similar publications of **BRLF**.
- Regular field visits to partners' locations to monitor the data entry mechanism and to cross-verify the leverage documents.
- Organizing and participating in project-level events to understand the data requirements and field-specific challenges.

3. QUALIFICATIONS, EXPERIENCE, AND COMPETENCIES:

Qualification and Experience

- Applicants must have a graduation / post-graduation in statistics or BCA/ B Tech or a relevant subject with at least two years of hands-on experience in handling large-scale projects or organization-based MIS;
- Experience working in the development sector will be an added advantage.

Skills and Competencies

- Strong Quantitative and Analytical skills.
- Competency in MS Excel.
- Good communication skills – Hindi and English.
- Ability to work in teams.

4. COMPENSATION OFFERED:

The gross compensation budgeted for the position is INR 5-6 lacs annually. The offer made to the selected candidate shall be commensurate with qualifications, experience, and salary history.

6. LOCATION: New Delhi

7. REFERENCE: Exec-MIS-BRLF

8. CONTACT INFORMATION:

Team SAMS
Strategic Alliance Management Services P Ltd.
1/1B, Choudhary Hetram House, Bharat Nagar
New Friends Colony, New Delhi 110 025
Phone Nos.: 011- 4081 9900; 4165 3612

9. APPLICATION PROCESS:

Eligible candidates interested in the position are requested to apply using the link https://recruitment.samshrm.com/JOBS/BRLF, by or before, May 5, 2023.