



**Consultant - MIS Expert,
Bharat Rural Livelihood Foundation,
Nagpur, Maharashtra**

1. POSITION VACANT: Consultant - MIS Expert (One Vacancy), Bharat Rural Livelihood Foundation, Nagpur, Maharashtra

2. ORGANISATION BACKGROUND:

Government of India (GOI) initiated **Bharat Rural Livelihoods Foundation (BRLF)** as an independent organization under the Societies Registration Act, to facilitate civil society action in partnership with the Central and State Governments, 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 and the **Foundation** is constituted as a partnership between Government on the one hand and private sector philanthropies, public and private sector undertakings (under Corporate Social Responsibility), on the other. Major functions of **BRLF** comprise the provision of financial grants to Civil Society Organizations (CSOs) to meet their human resource and institutional costs for up-scaling proven interventions, invest in institutional strengthening of smaller CSOs and capacity building of professional human resources working at the grassroots. The General Body and Executive Committee of **BRLF** are constituted by eminent individuals, as well as ex-officio representatives from private philanthropies, public and private sector organizations, financial institutions, State Governments and **GOI**.

For more details, please visit our website: www.brlf.in

ABOUT “High Impact Mega-Watershed Project”, Maharashtra

BRLF and Commissioner Office, MGNREGS, Nagpur, Govt. of Maharashtra signed an MoU on September 8, 2022 to implement a **High Impact Mega Watershed Project** in the 26 blocks of 5 districts of Maharashtra. The goal of the project is to double the income of at least 1,00,000 small and marginal households on a sustainable basis. This is a five-year project. The implementation strategy of this proposed project envisages that the selected CSOs will provide facilitation support to the Gram Panchayats and front line MGNREGA functionaries for participatory planning and provide onsite technical support for better implementation of the planned interventions.

For robust monitoring and evaluation, a **State project Management Unit (SPMU)** will be set up in Nagpur. The **SPMU** will have its dedicated staff and will work under the guidance and leadership of MGNREGA Commissioner, GoMH and **BRLF**.

3. JOB DESCRIPTION/ RESPONSIBILITIES:

BRLF is looking for passionate and motivated professionals to join SPMU, Nagpur, Maharashtra. The **Consultant - MIS Expert** shall be responsible for the following:

Key Job Responsibilities:

- (1) Maintain all project-related data on the BRLF MIS portal and JIWI DAAH HASA MIS portal;
- (2) Ensure 100% HHs entry in BRLF MIS software;

- (3) Develop system and norms for data collection from the field and ensure regular data collection and entry in both portals;
- (4) Cooperate and support SPMU and BRLF team for data maintenance, report generations and filing of project-related documents;
- (5) Work closely with GIS experts to develop a strong Monitoring / Evaluation / and reporting system for the project;
- (6) MIS experts will engage in project-related communication with partners, support in organising project events and dealing with vendors to purchase assets;
- (7) MIS expert will take the lead in conducting training for CSOs, and SPMU on M&E tools and the data management system in the project;
- (8) Report to the Team Leader monthly progress update and attendance and submit to the BRLF. (monthly salary disbursement from BRLF).

4. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:

Qualification:

Applicants must have be a Post-graduate in social sciences, statistics and related streams

Experience:

- (1) Minimum 5 years of working experiences managing project database related to large scale watershed or natural resource management
- (2) Prior experience of working in the social sector will be preferred

Essential Skills and Competencies:

- (1) Excellent speaking, reading and writing skills in English and Marathi (Priority) and in Hindi (Preferred) are required.
- (2) Ability to work in a multi-cultural/ multi-disciplinary team;
- (3) Ability to multi-task and work well in such a team;
- (4) Willing to travel.

5. COMPENSATION OFFERED:

The remuneration package budgeted for the position is between INR 40,000 to INR 50,000 per month. Offers shall be commensurate with the qualifications, experience and salary history, of the selected candidate.

6. NUMBER OF VACANCIES: One Vacancy

7. LOCATION(s): Nagpur

8. CONTRACT TYPE AND PERIOD:

This is a contractual engagement for a period of six months. The engagement may be renewed/ extended based on the performance and requirements of the organization

9. Age: 30 years as on January 1, 2023

10. REFERENCE: CMISE-MH-BRLF

11. 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

12. APPLICATION PROCESS:

Eligible candidates interested in the position are requested to apply using the link <https://recruitment.samshrm.com/JOB/BRLF>, by or before July 22, 2023.

BRLF is an equal opportunity organization without discrimination by virtue of religious belief, social class, caste, special ability, or gender.