

JOB DESCRIPTION
MIS Coordinator
Bharat Rural Livelihoods Foundation

1.POSITION VACANT: MIS Coordinator (01), Bharat Rural Livelihoods Foundation.

2.LOCATION: Hiranpur Block, Pakur District, Jharkhand.

3. ORGANISATION BACKGROUND:

The Ministry of Rural Development set up Bharat Rural Livelihoods Foundation (BRLF), 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, to transform 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. Major functions of BRLF are fostering strategic partnerships with state govt for improving 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, visit www.brlf.in

4. JOB DESCRIPTION/ RESPONSIBILITIES:

The **MIS Coordinator** shall be responsible for the following.

Key Job Responsibilities:

- (1) Maintain all project-related data on the state Project MIS portal;
- (2) Assisting in the development of the MIS portal / Dashboard for the HIMW project.
- (3) Ensure 100% HHs entry in the MIS software.
- (4) Develop systems and norms for data collection from the field and ensure regular data collection and entry in the portal;
- (5) MIS Coordinator shall work in close coordination with the MIS Expert of the SPMU established for anchoring the project;
- (6) MIS experts will take the lead in conducting training of other project staffs on M&E tools and on data management systems in the project.

5. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:

Qualification and Experience

- (1) Any graduate with a minimum of two to three years of relevant experience of working in the projects/ company/ organization;
- (2) Good knowledge of database management systems with generating analytical reports from databases.

Essential Skills and Competencies:

- (1) Good knowledge of computers, especially in Excel;
- (2) Ability to work in a multi-cultural/ multi-disciplinary team;
- (3) Ability to multi-task and work well in such a team;

6. COMPENSATION OFFERED:

The remuneration package is budgeted for a range of INR 9,000-10,000 per month. The offer made to the selected candidate shall be commensurate with the qualifications, experience and salary history.

7.LOCATION: Hiranpur Block, Pakur District .**8.Age Limit:** Max. Up to 35 years****Languages**

Good command in speaking, reading, and writing in English and in Hindi (Preferred) are required.

9. APPLICATION PROCESS:

Eligible candidates interested in this position are requested to send their CV to recruitment.brlf@gmail.com. Only shortlisted candidates will be contacted. Please do mention in the subject line "Application for the position of Consultant MIS Coordinator-Hiranpur".

BRLF is an equal opportunity organization without any discrimination by virtue of religious belief, social class, caste, special ability, or gender. BRLF is an equal opportunity organization. Qualified women are encouraged to apply.