

Bharat Rural Livelihoods Foundation

Job Description – MIS Executive

Title: Executive - MIS, Bharat Rural Livelihoods Foundation

Reports To: Manager, MEL

Location: Delhi with travel to BRLF state offices.

Nature of employment: Full-time contract with benefits

Number of Vacancies: 1

About the Organization

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.brif.in.

Job Purpose: This position is critical to ensuring that BRLF remains at the forefront of technological innovation and efficiency. As an MIS executive, you will play a critical role in enhancing the operational capabilities of BRLF. You will be working in close coordination with BRLF staff members, project partners, field partners and vendors to develop and maintain a robust high-quality MIS for BRLF.

As an MIS executive, you will...

- Technically support the overall management and operation of MIS
- Provide day-to-day technical support to partner organisations and BRLF state teams for smooth running of MIS functions and troubleshooting issues.
- Analyse MIS data and prepare quarterly and six-monthly reports to feed into programmatic planning of all verticals of BRLF.
- Support design and development of new modules of MIS in consultation with respective vertical teams.
- Support streamlining of timely reporting processes with BRLF partner organisations and state units.
- Support revisions and design process of MEAL framework at BRLF through direct inputs and learnings from MIS data and reporting structures/ processes.
- Undertake periodic data quality assessments to ensure data accuracy and to monitor progress. Ensure regular data cleaning at the partner level.
- Support BRLF verticals through processing data-based inputs for learning, publication, and strategic planning exercises.
- Provide clean, verified, and sanitized data for website, social media, annual report, and other similar publications of BRLF.

- Support MIS usage by regional MIS coordinators through active training and handholding.
- Regular field visits to partners' locations to monitor the data entry mechanism and to cross-verify the leverage documents.
- Organise and participate in project-level events to understand the data requirements and field-specific challenges.
- Support maintenance/procurement of IT infrastructure for maintenance/ expansion of MIS platforms of BRLF.
- Supervise digital security and ensure all anti-viruses and firewalls are of required levels and updates.
- Represent BRLF in national and international workshops, conferences, and networking events.

Qualifications and Experience:

- Graduation BCA/B.Tech/ IT or similar. A post-graduate degree is preferred.
- At least 2 years of hands-on experience in handling large-scale MIS projects or organization-based MIS.
- Experience in managing a team.
- Practical experience with a variety of MIS tools, applications, and concepts such as ERP, CRM, etc.
- Attention to detail and excellent diagnostic skills.
- Effective communication and interpersonal skills.
- Excellent problem-solving, and time management skills.
- Ability to train, inspire and motivate organisational staff.
- High competency in MS Excel, Tableau/ Data Studio,
- Proven experience in developing and implementing MIS solutions in Civil Society Organisations is an added advantage.

Compensation: The remuneration package budgeted for the range up to 35000 – 60000 per month. The offer made to the selected candidate shall be commensurate with the qualifications, experience, and salary history.

Application Process: Eligible candidates interested in this position are requested to apply [through this link](#). For any queries related to the advertised position, you can write to us at recruitment.brif@gmail.com with a subject line "Recruitment query for the position of MIS Executive". Interested candidates must apply by or before 30th April 2024. Only shortlisted candidates will be contacted.

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