

JOB DESCRIPTION
MIS EXECUTIVE – Telangana
Bharat Rural Livelihoods Foundation

Position: MIS Executive

Location: Badhradri kothagudem District of Telangana with travel to BRLF geographies of operation.

Number of Positions: One.

Reports To: Team Leader

Nature of Employment: This is a project-specific position offered as a full-time contract with benefits. Renewal is possible, depending on project extension and availability of funds.

1. 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

2. Role Description:

The MIS (Management Information System) Executive will be responsible for managing data systems and processes to ensure effective tracking, analysis, and reporting of program activities. The role demands proficiency in data management tools, analytical skills, and the ability to collaborate with multiple stakeholders for seamless data flow and decision-making.

3.Key Duties and Responsibilities:

- Develop and maintain program-related databases, ensuring accuracy and consistency of data.
- Collect, compile, and validate data from various sources, including partner organizations and field teams.
- Manage the storage and security of sensitive data in compliance with organizational policies.
- Generate periodic reports, dashboards, and presentations to track program performance.
- Conduct data analysis to identify trends, patterns, and areas for improvement.
- Support program teams in utilizing data for informed decision-making and strategic planning.
- Assist in the design, development, and deployment of new MIS tools and systems as per program requirements.
- Troubleshoot and resolve system-related issues, ensuring minimal disruption to operations.
- Train field staff and partner organizations in data collection and reporting processes.
- Provide ongoing technical support to ensure adherence to data standards and protocols.
- Ensure data collection and reporting processes align with organizational and donor requirements.
- Maintain comprehensive documentation of processes, reports, and data systems for future reference.

4. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:

Qualification and Experience:

- Advanced knowledge of MS Excel and other data analysis to bachelor's degree in computer science, Information Technology, Statistics, or related field. A master's degree or certification in data analytics or MIS will be an advantage.
- 2-4 years of experience in data management, MIS, or a similar role, preferably in the development sector or NGOs.
- Proficiency in database management tools (e.g., MS Access, SQL) and data visualization platforms (e.g., Power BI, Tableau).
- Familiarity with program monitoring and evaluation frameworks.

5. COMPENSATION OFFERED:

The remuneration package is budgeted for a range of INR 25,000-30,000 per month. The offer made to the selected candidate shall be commensurate with the qualifications, experience and salary history.

6.LOCATION: Badhradri kothagudem with travel to BRLF geographies of operation.

7.Age Limit: Max. Up to 45 years

****Languages**

Good command of speaking, reading, and writing in English and Telugu is required. Knowledge of Hindi is an added advantage to candidate.

8. APPLICATION PROCESS:

Eligible candidates interested in this position are requested to apply through [Link](#) .

Applications will be reviewed on a rolling basis, and the position will remain open until filled. Early submission is encouraged, with a final application deadline of May 25, 2025.

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. Women are encouraged to apply.