

JOB DESCRIPTION

Documentation and MIS Associate Bharat Rural Livelihoods Foundation

Position: Documentation and MIS Associate

Location: Head Office, New Delhi with travel to BRLF geographies of operation

Number of Positions: One

Reports To: Head Programs

Nature of Employment: This is a regular position offered as a full-time contract with benefits.

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 government 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.brllf.in

2. Role Description:

BRLF is seeking a dynamic and detail-oriented Documentation and MIS Associate to join our Program Team. The role will support documentation and tracking of all-Natural Resource Management (NRM) projects from inception to completion. Key responsibilities include maintaining project records, preparing and updating monthly MIS dashboards, managing a repository of project documents, supporting the preparation of donor reports, and ensuring compliance with organizational and donor requirements. The position requires strong documentation, data management, and coordination skills, with proficiency in MS Office and experience in the development sector preferred

3.Key Duties and Responsibilities:

1. Documentation and Record Keeping of NRM Projects

- Collate and maintain comprehensive project information for all NRM projects from inception to completion.
- Organize and maintain project records in both digital and physical formats.
- Develop and update project databases and maintain a central repository of all project documents and reports.

2. Management Information System (MIS)

- Prepare and update monthly progress dashboards highlighting planned vs. actual achievements.
- Compile and disseminate minutes of meetings and key action points to relevant stakeholders.
- Provide timely project-related data and information to the Communications team for presentations, reports, and external communication needs.
- Support in responding to internal queries and correspondence related to project data.

3. Donor Reporting

- Ensure availability of accurate and up-to-date data required for donor reporting.
- Liaise and follow up with program teams, partners, and stakeholders to collect necessary inputs.
- Support in drafting, formatting, and finalizing donor reports as per prescribed templates and guidelines.

4. Compliance & Audit Support

- Ensure adherence to organizational and donor compliance requirements related to project documentation.
- Maintain accurate records for internal and external audits.
- Support the implementation of audit recommendations and process updates related to documentation and MIS.

4. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:

Education: Bachelor's degree in any discipline preferably in Social Sciences, Rural Development, Development Studies, or related field.

Experience: Minimum 2 years of relevant of relevant experience in project documentation, MIS, or reporting within the development sector/NGO environment.

Skills:

- Strong skills in data management, documentation, and reporting.
- Proficiency in MS Office (Word, Excel, PowerPoint) and database management tools.
- Excellent written and verbal communication skills in English (knowledge of Hindi and/or other regional languages preferred).
- Detail-oriented, organized, and able to manage multiple tasks and deadlines.
- Strong interpersonal and communication skills
- Organized, discreet, and trustworthy
- Ability to multitask and work under tight deadlines

5. COMPENSATION OFFERED:

The remuneration package is budgeted for a range of INR 30,000-40,000 per month. The offer made to the selected candidate shall be commensurate with the qualifications, experience and salary history.

6. 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 October 05, 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.
