

JOB DESCRIPTION
Consultant - MIS & Communication Expert (One Vacancy)
Bharat Rural Livelihoods Foundation

Position: Consultant - MIS & Communication Expert

Location: Bodoland Territorial Council (BTC), Kokrajhar, Assam.

Number of Positions: One

Nature of Employment: Consultancy

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.brflf.in

2. About Bodoland Livelihood Development Project, BTC, Assam:

Bharat Rural Livelihoods Foundation (BRLF) and Bodoland Territorial Council (BTC) signed an MoU on 30th June 2022 to implement a high-impact project on “Transforming Lives and Livelihoods in Bodoland” in the Bodoland Territorial Region of Assam. In the initial phase, BRLF will target 40,000 STs and Adivasis households in the project area. The implementation strategy of this proposed project envisages that CSOs will provide facilitation support to the Gram Panchayats and front-line Government functionaries for participatory planning and provide onsite technical support for better implementation of the planned interventions. The targeted households' physical work and input support would be managed by leveraging financial resources from Government flagship schemes like MGNREGA and other line departments working under BTR.

BRLF will support through monitoring and evaluating the CSO partner's performance as per project targets and deliverables. This will be ensured by setting up a “State Level Project Management Unit” (SPMU). The SPMU is expected to perform nodal roles by setting up a cell, which will closely work with the State MGNREGS Cell for effective and efficient system development for the State and CSOs. The interface with the State, engagement and coordination with various HR and experts will be integrated within its norms and processes. At the same time,

SPMU will continue to play the role of Project lead to build the capacities of CSOs partners and facilitate the capacity-building plan and implementation for the PRI and government functionaries. In addition, it implements the project deliverables through its own eight field teams through strong monitoring and evaluation system.

BRLF is looking for a well-experienced professional to fill the vacancy of **Consultant -MIS & Communication**, based in the SPMU. Established in the state capital, the SPMU provides strategic facilitation support to the CSOs partners implementing the project in different locations. The SPMU work under the supervision and guidance of **BRLF** and the **BTC government**.

3. Key Duties and Responsibilities:

- Maintaining all project-related data on the **BRLF** Central MIS portal.
- Ensure data maintenance on project progress of MGNREGA, convergence and livelihood through MIS.
- Ensure HHs entry in **BRLF** Central MIS software.
- Coordinating with SPMU, CSOs on data maintenance, analyses, report generation and maintaining project-related documents at SPMU level.
- Ensure troubleshooting in MIS.
- Engage in project-related communication with partners and support organizing project events.
- Leading in conducting capacity building of CSOs, SPMU and front-line government functionaries on the project's M&E tools and data management systems..

4. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:

- Applicants must be graduates/postgraduates in IT/Computer/BCA/MCA/Statistics etc.
- A relevant Computer Certificate Course (Diploma/Degree) in Data Base Management Systems/Information systems from a good university/institution, if graduate from any other discipline not relevant to MIS.
- Minimum 3 years of work experience in the social sector with good command of MS office and social media tools.
- Prior experience in handling large-scale MIS.

Skills and Competencies:

- Good communication and writing skills in English and Hindi.
- Should be motivated to work with a team.
- Ability to multi-task and work well in such a team.
- Willing to travel within and outside the state as per the project's requirement.
- Should be motivated to work in the villages, especially with deprived sections and willing to acquire new knowledge and skills relevant to the project and guide implementation processes.
- Must have the ability to collaborate with block, district, and state government functionaries.

5. COMPENSATION OFFERED:

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

6. LOCATION: Kokrajhar, Assam.

7. Age Limit: Max. Up to 35 years

****Languages**

Good command of speaking, reading, and writing in English and (Local Language) is required. Knowledge of Bodo, Assamese, and Bengali language would be an added advantage to the candidate.

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

9. Additional Note - 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.

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 November 20th, 2025.

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