

**JOB DESCRIPTION**  
**MIS and Communication Expert (One Vacancy)**  
**Bharat Rural Livelihood Foundation, Maharashtra**

**1. POSITION:**

- **MIS and Communication expert** (One Vacancy)
- **Reporting:** Project Manager, Nashik and MIS expert Nagpur SPMU-MH, BRLF.
- **Place of posting:** Peth, Block of Nashik, Maharashtra
- **Joining:** Immediate
- **Nature of Employment:** Full-time contract with benefits

**2. ORGANISATION BACKGROUND:**

Bharat Rural Livelihoods Foundation ([www.brlf.in](http://www.brlf.in)) is an autonomous body established in 2013 under the Ministry of Rural Development through a Union Cabinet decision by the Government of India. With a vision to transform the lives and livelihoods of the most vulnerable populations across India, BRLF plays a crucial role in fostering and facilitating civil society action in partnership with the government and people's institutions. Its mandate encompasses a range of objectives, including bridging the gap between program outlays and outcomes, improving implementation of government flagship programs, providing grant support to civil society organisations (CSOs), and promoting partnerships for inclusive, sustainable development. BRLF has a pan-India mandate and focuses on tribal geographies, particularly those in the Central Indian tribal belt and Northeast India. The focus has been on the states with the most concentration of tribal population which are Gujarat, Rajasthan, Maharashtra, Madhya Pradesh, Telangana, Odisha, West Bengal, Jharkhand, Chhattisgarh, Assam, Mizoram.

To achieve its objectives, BRLF follows a networked approach for nurturing the appropriate institutional and programmatic ecosystem for enhanced interventions in sustainable livelihoods for tribal rural communities. The collaborative model actively engages various key stakeholders, including the government, private philanthropies, public and private sectors under corporate social responsibility (CSR), Civil Society Organisations (CSOs) and Community-based Institutions (CBOs and PRIs). The unique collaborative model facilitated by BRLF successfully harnesses the collective strengths of these institutions to design and scale rural development initiatives effectively.

For more details, please visit our website: [www.brlf.in](http://www.brlf.in)

**ABOUT “Focused Development Project (FDP)”, Peth, Nashik, Maharashtra**

The Bharat Rural Livelihoods Foundation (BRLF), in collaboration with HDFC Parivartan, is implementing the Focused Development Project (FDP) across 25 villages in Peth Block, Nashik District, Maharashtra. This three-year initiative aims to double the income of at least

3,000 small and marginal (Tribal) households through sustainable, integrated development strategies tailored to the needs of tribal communities.

The project places a strong emphasis on Natural Resource Management (NRM), particularly Integrated Watershed Management, to improve soil and water conservation, agricultural productivity, and farm-based incomes. Key components include capacity building of communities, promotion of sustainable agriculture and horticulture, irrigation development, and the strengthening of community-based organizations (CBOs). The project also seeks to leverage government flagship schemes through convergence, fostering long-term sustainability and resilience.

The Bharat Rural Livelihoods Foundation (BRLF) is seeking a highly experienced and qualified professional to fill the position of Project Manager, based at the project office. To ensure effective implementation and rigorous monitoring and evaluation, a dedicated project office will be established in the Peth Block of Nashik District. The project team will be responsible for executing the assigned project activities. The FDP project will have its dedicated staff and will work under the guidance and leadership of BRLF's Maharashtra State Project Management Unit (SPMU).

### **3. JOB DESCRIPTION/ RESPONSIBILITIES:**

BRLF is looking for passionate and motivated professionals to join Project office, Peth, Nashik, Maharashtra. The MIS and Communication expert shall be responsible for the following:

#### **Key Job Responsibilities of MIS and Communication expert :**

##### **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.

##### **3. Donor Reporting**

- Ensure availability of accurate and up-to-date data required for donor reporting.

- Ensure the reporting the of project progress in BRLF and Donner portals in prescribed format.
- 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.

#### **5.Technology and System Enhancement**

- Support in designing and improving digital MIS tools for field data collection and reporting.
- Ensure proper data security, backup, and confidentiality protocols are maintained.
- Recommend system improvements to enhance efficiency and usability.

#### **6.Coordination & Stakeholder Engagement:**

- Act as a focal point for MIS-related queries and communication across project teams and partners.
- Facilitate smooth coordination between field teams, project management, and communication units

#### **7.Event & Presentation Support:**

- Support the preparation of presentations, reports, and communication materials for workshops, meetings, and donor interactions.
- Document and share outcomes from workshops, review meetings, and trainings.

### **4. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:**

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

**Experience:** **Experience:** Minimum 4 to 5 years of relevant of relevant experience in project documentation, MIS, or reporting within the development sector/NGO environment.

#### **Essential Skills and Competencies:**

- Excellent speaking, reading, and writing skills in English and Marathi (Priority) and in Hindi (Preferred) are required.
- 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 Marathi 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 budgeted for the position is between INR 35,000 – INR 40,000 per month. Offers shall be commensurate with the qualifications, experience, and salary history, of the selected candidate.

**6. NUMBER OF VACANCIES:** One

**7. LOCATION(s):** Peth Block, Nashik District, Maharashtra.

**8. Age Limit:** 45 years

**9. 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 19<sup>th</sup>, 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.*