

## **JOB DESCRIPTION**

### **MIS INTERN**

#### **Bharat Rural Livelihoods Foundation**

**Position:** MIS Intern

**Location:** Maharashtra, Jharkhand and Bodoland.

**Number of Positions:** 2 (each state)

**Reports to:** State MIS Executives

**Nature of Employment:** Internship

**Duration:** 2-3 Months

### **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](http://www.brlf.in)

### **2. Role Description:**

We are looking for a **MIS Intern** with strong skills in Microsoft Excel to support data management, reporting, and analysis activities. The intern will assist in maintaining project databases and ensuring data accuracy for effective decision making.

### **3. Key Responsibilities**

- Collect, clean, and organise data received from field teams/partners.
- Maintain and update Excel based MIS reports, and databases.
- Validate data accuracy and highlight discrepancies to the team.
- Assist the MIS team in documentation, data uploading, and record management.
- Coordinate with field teams for data collection and reporting updates.

- Perform any other MIS related tasks as assigned.

#### **4. Required Skills**

- Strong knowledge of Microsoft Excel (VLOOKUP/XLOOKUP, Pivot Tables, Charts, Conditional Formatting, Data Validation, Basic Dashboarding).
- Good understanding of data cleaning and formatting techniques.
- Basic analytical and problem-solving skills.
- Attention to detail and ability to work with large datasets.
- Good communication and coordination skills.
- Ability to work under guidance and meet timelines.

#### **5. Preferred Qualifications**

- Pursuing a bachelor's degree.
- Prior exposure to MIS, data management, or project reporting (preferred but not mandatory).
- Knowledge of Google Sheets is an added advantage.

#### **6. What You Will Learn**

- End to end project MIS workflows and reporting systems.
- Hands on experience in Excel based dashboarding and data analysis.
- Real world exposure to project monitoring, documentation, and data quality assurance.
- Improving communication and collaboration with field and management teams.

#### **7. Work Environment**

- Supportive and learning oriented environment.
- Opportunity to work closely with MIS Experts, Program Managers, and field teams.
- Exposure to large scale development projects and real time data systems.

#### **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 January 12, 2026.

***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.***