

JOB DESCRIPTION

MIS Expert

Bharat Rural Livelihood Foundation.

Position: MIS Expert

Location: Buxwaha Block, Chhatarpur District, MP.

Number of Positions: One

Reports To: Project Manager

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:

Bharat Rural Livelihoods Foundation (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.

For more details, please visit our website: www.brlf.in

About the project:

The Project SAARTHI is to foster the Integrated Natural Resource Management and Livelihood development for socio-economic development of tribal populations by transitioning them from subsistence farming to sustainable, commercial agro-ecological production in 16 villages at Baxawah Block, Chhatarpur District, MP.

2. Role Description:

The MIS (Management Information System) Expert 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 and project field team.
- 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. And maintain BRLF MIS software.
- Troubleshoot and resolve system-related issues, ensuring minimal disruption to operations.
- Train field staff 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.
- Reporting to Program Manager, BRLF MIS HO.

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. Location: Baxawah Block, Chhatarpur District. MP

6.Age Limit: Max. Up to 30 years

7. COMPENSATION OFFERED:

The remuneration package is budgeted for a range of INR **30000/- to 35000/-** per month. The offer made to the selected candidate shall be commensurate with the qualifications, experience and salary history.

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 30 April 2026

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.