

JOB DESCRIPTION
RESOURCE MOBILIZATION OFFICER

Position: MIS Intern (Paid)

Location: New Delhi

Organization: Bharat Rural Livelihoods Foundation (BRLF)

Duration: 3 months

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.

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

Role Purpose

Bharat Rural Livelihoods Foundation is looking for interns to support its data management and analytics functions. The role involves working on database updation through data extraction and MIS entry, performing data cleaning and analysis using advanced Excel, and contributing to data visualization and dashboard creation. Interns will also assist in designing and managing digital data entry forms and support program teams in ensuring accurate and efficient data collection

Key Responsibilities and Deliverables

1. Documentation and database updation

- Extract data from various sources (BRLF reports, Offline records) for database updation on BRLF projects
- Data entry for the BRLF project MIS

2. Data Analytics using Advance Excel:

- Data Extraction and Cleaning: collating data from multiple online and offline systems, Cleaning raw data, data verification for accuracy
- Data Analysis: Use of advanced Excel tools to organize, and analyze data based on MIS reporting requirements
- Data Visualization: Data visualisation using charts and graphs; Dashboard design and input

3. Managing Data Entry Forms:

- Assist in designing and managing digital data entry forms
- Extract and
- analyze responses to generate meaningful insights.
- Supporting B
- RLF programme team in filling data entry form

Qualifications and Skills

Education: Bachelor's degree in any subject

Essential Knowledge and skills :

- Knowledge and experience of using Tally
- Strong proficiency in Microsoft Excel, including advanced formulas, Pivot Tables, and charting.
- Familiarity with managing data in common MIS applications
- Analytical Thinking: Strong attention to detail and the ability to analyze data accurately
- Ability to clearly articulate and explain data insights in English.
- Self-motivated, able to multitask, and meet deadlines consistentl

APPLICATION PROCESS:

This will be a Paid Internship

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 30th May 2026.

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