

## **JOB DESCRIPTION**

### **Program Assistant-MIS Bharat Rural Livelihoods Foundation**

**Position:** Program Assistant-MIS

**Location:** Bhubaneswar, Odisha, with travel to BRLF geographies of operation

**Number of Positions:** One

**Reports To:** Program Officer; Southern Zone (Odisha) and dotted line relationship with Senior MIS Executive.

**Nature of Employment:** This is a project-specific position offered as a full-time three-year contract with benefits. Renewal is possible, depending on project extension and availability of funds.

#### **1. ORGANISATION BACKGROUND:**

The Ministry of Rural Development set up Bharat Rural Livelihoods Foundation (BRLF), Government of India (GOI), as an independent organisation under the Societies Registration Act to facilitate civil society action in partnership with the State and central Governments to transform the 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 the government, on the one hand, and private sector philanthropies, as well as public and private sector undertakings (under Corporate Social Responsibility). 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:**

The Program Assistant supports the State Programme team in day-to-day management of the office, programme planning, implementation and monitoring activities of the State Office by providing effective and timely programme, administrative and logistics support.

#### **3. KEY DUTIES AND RESPONSIBILITIES:**

- Maintaining all project-related data on the BRLF MIS portal under the guidance of the BRLF head-office MIS team.
- Co-create and implement systems and norms for data collection from the field and ensure regular data collection and entry in both portals.
- Manage the MIS systems to track project progress systematically in a time-bound manner.
- Assist in the creation and maintenance of the digital learning infrastructure of BRLF
- Ensure 100% entry of all strategic outcomes and interventions in BRLF MIS on a regular basis.
- Ability to multi-task and work well in such a team.

- Develop and maintain a training calendar for all capacity-building programs.
- Coordinating with CSOs and partners for data maintenance, report generation and maintaining project-related documents at the state level.
- Engage in project-related communication with partners and support organizing project events.
- Maintenance of the project's M&E tools and data management systems.

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

##### **Qualification:**

- Bachelor's degree in computer science/IT & Systems/Mathematics/Statistics/BCA or a related field.
- A relevant Computer Certificate Course (Diploma/Degree) in Data Base Management Systems/Information Systems from a good university/institution.

##### **Experience:**

- Minimum 2-3 years of work experience in the social sector
- Good command of MS Office and Excel tools.
- Prior experience in handling large-scale MIS of Livelihood and agriculture projects.
- Adept in the use of tools like ODK, Kobo, Survey Monkey, Google Forms, etc.
- Knowledge and Expertise in data visualization tools will be an added advantage

#### **5. COMPENSATION OFFERED:**

The remuneration package is budgeted for INR 35,000-40,000 per month. The offer made to the selected candidate shall be commensurate with the qualifications, experience, and salary history.

#### **6. LOCATION: Bhubaneswar, Odisha**

**7. Age Limit:** Max. Up to 45 years

#### **8. Languages**

Good command of speaking, reading, and writing in English and Odia is required. Knowledge of the Hindi language would be an added advantage for the candidate.

#### **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 December 05, 2024.**

***BRLF is an equal opportunity organisation that does not discriminate by religious belief, social class, caste, special ability, or gender.***

***Women are encouraged to apply.***

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