

Advertisement for Management Information System Officer

American India Foundation

Position – Management Information System (MIS) Officer

Location: Gurgaon, NCR India

Background

The American India Foundation is committed to catalyzing social and economic change in India and building a lasting bridge between the United States and India through high-impact interventions in education, livelihoods, public health, and leadership development, with a particular emphasis on empowering girls and women to achieve gender equity. Working closely with local communities, AIF partners with NGOs to develop and test innovative solutions and with governments to create and scale sustainable impact. Founded in 2001 at the initiative of President Bill Clinton, AIF has impacted the lives of more than 3.1 million of India's poor and aims to reach 5 million by 2018.

Job Description

The MIS Officer is primarily responsible for the maintenance of AIF's Management Information System for AIF's four core areas/verticals – Education, Health, Livelihood and Leadership. This position will ensure that the data is well aligned and available for enhancing the program quality.

Below are the primary tasks and responsibilities that the job will entail:

- ✚ Data entry for all programmes, including 'proof validation', upload and online MIS completion.
- ✚ Overall maintenance (including data entry) and development of data collection and management tools and coordination of data collection, compilation, data management as well as basic analysis from programmatic MIS, for all four programmatic verticals.
- ✚ Thematically and holistically align data needs and develop/improve MIS system to collect, synthesize and report data.
- ✚ Develop, place and maintain a monthly project reporting and consolidation system in the organization.
- ✚ Undertake field visits to support implementation of the MIS and identify gaps and provide both solutions and training to field teams.
- ✚ Work towards the overall high quality and timely reporting of AIF's flagship programmes, with the help of programmatic and state teams.

To be able to perform the above tasks effectively, the candidate shall be expected to work in close coordination with regional and national programme teams and with the MEL team in Gurgaon.

Qualifications and Competencies:

1. Graduate in the social sciences or in statistics/economics with strong quantitative skills.
2. An understanding of social/development sector issues in Livelihoods and Skill Development, Disabilities, Education (especially primary education in migration affected areas and low-cost digital technology solutions in education) and Public Health (focussing on Maternal and Child Health (MCH) issues or RMNCH+A issues) is desirable.
3. Proficiency in M.S. Office (Excel, Power Point and Word) with *demonstrably strong skills in Excel (analysis and data-management skills)*
4. Reasonable communication skills (written and oral) to effectively correspond with a diverse audience. This would require Proficiency in English + Hindi or any other Indian language.
5. Attention to detail to effectively coordinate MIS, monitoring and evaluation processes and programmatic data-entry.
6. Willing to travel extensively to anywhere in India (especially rural India), he/she should be able to adjust and work in tough field situations.
7. Patience and the ability work with repetitive data and follow standard operating protocols.
8. Willing to spend a lot of time coordinating with state teams, donors or partner organisations.
9. Able to handle work pressures and deliver under tight schedules and the ability to work well in teams.
10. Clarity of thought, patience, a flexible attitude, a strong commitment to data-related ethics and a willingness to learn and take ownership are also required.

Position Availability: Immediately

Application Process: To apply for this position, send your CV and covering letter describing how you meet the specifications for this role and what you bring to it to **recruitment@ttcglocal.com** with subject line “**MIS Officer**”. Deadline for sending your application is October 22, 2017.

Only applications of short listed candidates will be acknowledged.