

JOB INFORMATION

Position Information:

Job Position	:	Practitioner – MIS & Knowledge Management
Location	:	Raipur, Chhattisgarh
Appointment	:	Immediate Joining
Duration	:	3 years (subject to renewal based on performance)

Organization Information

Since its inception in 2016, **Transforming Rural India Foundation (TRI)** has been deeply focused on an integrated approach to village development to accelerate mobility across all generations. We believe in bringing solutions through multi-sector changes through engaging community-based institutes like Self Help Groups (SHGs), Panchayati Raj Institutes (PRIs) and Front-Line Workers (FLWs) together to closely work with the government.

TRI works directly with more than one million people in 2000 villages across India's poorest states and impacts close to over 60 million rural Indians through its formal engagement with governments at different levels.

For more information you may visit <https://www.trif.in>

Primary Role of the position:

This position will develop and maintain broad knowledge of TRI's engagements, projects, partnerships and technology requirements and needs

Key Accountabilities:

- Develop and maintain system plan including operational requirements, budget requirements and schedules
- Developing and maintaining a MIS plan for all the engagements if TRI in Chhattisgarh, including budget needs, operational requirements and schedules
- Analyzing MIS data to spot and mitigate patterns or trends that can cause unplanned downtimes or outages
- Training & Capacity Building of TRI employees and other parties about MIS, its activities to increase their awareness and expertise
- Monitoring the performance of employees w.r.t data, MIS, ensure efficiency of data and report flows improves and guiding them to improve their output
- Supervising staff, Monthly Progress Reports (MPRs), streamlining data collation process, develop SOPs and motivating team to work efficiently and collaboratively
- Monthly Fact Sheets, trends and pattern analysis, spatial analysis, and so on. Ensure data flow and reports generation as per the need of the team
- Develop innovative MIS and reporting techniques and tools
- Maintenance of Compliances, audit reports, financial details, and so on for different projects
- Report generation in Hindi for Govt and Community level dissemination
- Developing Internal tools, systems and Dashboards for different projects including data security and ethical processes
- Any other task assigned by the Reporting Officer

Qualification / Work Experience:

- Bachelor's Degree in Information Technology, Statistics, Economics, Biostatistics, Social Science, Computer Science or Project Management
- Diploma in IT with exposure to application design and development, database, and scripts preferably with development experience
- 2-4 years of relevant work experience in MIS preparation and data analysis
- Knowledge of office automation software Microsoft Office 365 or Google Suite.
- Experience of data design, preparation, analysis, qualitative and quantitative techniques using tools like STATA or SPSS, Power BI, and R Programming will be an added advantage.
- Good communication and writing skills in English and Hindi

Application Procedure

To apply, kindly click on the link <https://www.trif.in/careers/> . **The deadline for submission of application is 04 July 2023.** Only shortlisted candidates will be contacted and invited for further process.

Transforming Rural India Foundation (TRI) is an equal opportunity organization. Women candidates that had taken life cycle break are encouraged to apply.

Compensation shall commensurate with experience.

TRI expects the highest standards of professional practice in all its work and contact with people; and recognizes that 'safeguarding' is an organizational and an individual responsibility. It recognizes its responsibility and commitment to promote and ensure security, safety and wellbeing of people in its offices/work - spaces/locations and different work contexts.

Job offer made will be subject to a self-disclosure, satisfactory clearance and satisfactory verification of qualifications and work history.

Thank you for your valuable time and showing your interest in our organization!