

No. of Position: 01 Senior Associate- MIS

Location of Job: Bahraich, Chitrakoot Uttar Pradesh

Type of Employment: Contractual for a period of one-year, renewable basis on performance/requirements

Reporting to: Assistant Manager- MEL

We are looking for dynamic, think tank, and compassionate professionals who would like to develop ideas, concepts and assist the team in developing the robust project plan and its management. The candidates are expected to deliver and monitor the quality aspect of the project by exploring ideas and coming up with innovative solutions within timeframe. Organisation offers a dynamic work environment for committed professionals interested in learning and growing with the organisation.

Duties & Responsibilities:

- **Data Collection:** Develop various reporting forms, testing of the tools and implementation. It involves gathering data from various sources, projects/programs, surveys, and secondary resources. Ensure timely quality data collection and requires rigorous follow-up with various stakeholders.
- **Data Cleaning:** This step involves identifying and correcting errors or inconsistencies in the data. It includes removing duplicate entries, correcting misspellings, and standardizing data with the coordination of the program team.
- **Data Analysis:** It involves analyzing the data to identify patterns, trends, and insights. It involves using statistical methods, data visualization techniques, and other tools to make sense of the data, and creating reports, dashboards, or visualizations that summarize the findings.
- **Data Confidentiality:** Ensure for protection of sensitive or private information from unauthorized access, use, or disclosure. Confidential data may include personal identifiable information, financial data, medical records, and other sensitive information that needs to be kept private; and train the program team on best practices to ensure that confidential data remains secure.
- **Data Maintenance/Storage:** It needs to be maintained to ensure its accuracy and reliability. This step involves monitoring data quality, updating the database, and ensuring that data remains secure and accessible.
- **Develop User Manuals:** Create user manuals of various tools and train the program team for the smooth execution of various reporting/dashboard tools.
- **Capacity Building:** Provide orientation/training to the program team on various reporting tools/formats for data collection and dashboards for data usage.
- Assist supervisor & program team for assigned any other task.

Other Indicative Requirements:**Educational Qualification:**

Bachelor's degree with good practical knowledge on MIS & digital tools. Master's degree will be preferred.

Required Skills & Competences:

- Good data management & analysis skills.
- Have linguistic skills as well as technical skills
- Excellent written and oral communication skills.
- Good working knowledge of Advanced Excel, CommCare & Power BI.
- Having Good coordination/follow-up skills with the project team.

Functional / Technical Skills and Relevant Experience & Other requirements (Behavioural, Language, Certifications etc.):

- At least 3 to 5 years of experience in data management and analysis.
- Ability to organize and manage large amounts of data.
- Proficiency in Advanced MS Excel, MS Word & MS PowerPoint.
- Hands-on experience on CommCare / KoBo ToolBox / Google Form & MS Power BI.
- Experience on SQL / MongoDB / DHIS2 / HMIS / Survey CTO & Google Studio / Tableau are preferable.
- Capacity to produce reports, prepare graphic presentations and analyze data.

How To Apply

Interested candidates can share their updated CV at contact@pmspl.net.in mentioning the name of the position in the subject line.