

Communication IT & MIS

Patna

Integrated Development Foundation (IDF)

Integrated Development Foundation (IDF), a professionally managed development organization operating in states of Bihar and Jharkhand, has been working for the empowerment of deprived communities from last two decades. Livelihoods, Agriculture, Adolescent's issues, Water & Sanitation, Childs Rights & Care, DRR, Trafficking and women empowerment have been integral to all its development efforts and thematic interventions. For more information about IDF visit www.idfngo.org

IDF is looking for qualified and competent persons for the position of **MIS Expert (women candidate preference)** who have natural flair to integrate with our core values and collaborate/customize with the community needs. Gender equity-based intervention will solicit candidates who can proactively address the issue.

MIS Expert will be over all responsible/in-charge to develop MIS and online monitoring system for the organization. Coordinate and execute systems across the projects running in deferent locations/district of IDF in Bihar and Jharkhand and have ultimate accountability for the system in place of each program and its success.

Position Title: Communication, IT and MIS Expert
(Women Candidate will be Preferred)

Remuneration / Salary

CTC Rs. 50000/- pm (depending on the competency of the candidates')

Job responsibilities:

- Develop and Execute online Management Information Systems for the multiple and holistic thematic developmental components of the organization like livelihoods, education, child care protection, health, adolescent issues, disaster risk redaction, water and sanitation etc.
- Develop various online systems (with support of IT professional expert) for Monitoring, Planning, Reporting, tracking progress vs target, tracking outcome and impact of the organizational activities/projects and program within the prescribed timelines.
- Monitor progress of all projects/program objectives and deliverables with well-developed MIS for proper records.
- Ability to do process and assess/document impact of the implementation.
- Liaise closely with donors and concern program managers of IDF and if required do liaison with Government.
- Write good quality reports (of national standards) regularly with quality/quantity evidence-based achievement if required.
- Regularly maintain update **organization Website, Facebook, Instagram** etc and use social media to disseminate organizational achievement.

- Regular visit of IDF project areas to execute the MIS and establish the online monitoring system of the organization. If required orient team for better execution of MIS and monitoring.
- Maintain all records and documentation related to project implementation right from beneficiary to field/community and up to the IDF HO level in accordance with organization's protocols.
- Develop and introduce systems to ensure addressing IDF policies and manual across the project areas and people associated with IDF.
- Ensure effective demonstration of the program to scale-up the program impact.

Qualification & Experience:

- Professional/Master's degree in Social Work, Rural Management/ Development PGRD with in **Management Information System and application of Information technology.**
- **Additional Knowledge of Computer software application or Degree/diploma in computer will be preferred**
- Must have excellent knowledge on computer skill with good speed of typing.
- Must have depth and updated knowledge in the area of social development, Education, Skill-livelihoods, Sanitation, Health and Agriculture. - specifically in program management and monitoring.
- Excellent written and verbal communication skills and documentation in **English & Hindi.**
- Ability to develop MIS of each intervention and record evidence of result. Develop logical framework and skill to present ppt in big/high-level forum.
- Ability to work independently with minimal daily supervision and lead and manage team
- Ability to carry out all the work in very organized and professional manner.

The candidate will be stationed at Patna and work from IDF head office at Patna from where he/she will visit the project areas and execute the system and orient the team.

Interested candidates need to send a Cover Letter and recent CV (*must be Containing, present & permanent address, DOB, work experience, sectoral expertise and recent personal status*) to the Email ID: idfapply@gmail.com