

Job ID: 262170



MIS Cum Documentation Officer

Integrated Development Foundation (IDF)

Location: India

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📅 Apply by: 28 Apr 2025

Relevant Sectors

Health, Doctors, Nurses, HIV/AIDS, Nutrition

Private Sector, Corporate Social Responsibility

Social, Gender, Education, Youth, Child

MIS Cum Documentation Officer for Tata Trust supported Project

Integrated Development Foundation (IDF), a professionally managed development organization, has been working in the states of Bihar & Jharkhand for the last two and a half decades. IDF interventions focuses on the empowerment of the marginalized communities and encompasses work related to Livelihood Protection & Enhancement, Agriculture, Adolescent issues, Water & Sanitation, Health & Nutrition, Child Care, protection & development, DRR, Quality Education and Women Empowerment. For more information about IDF visit www.idfngo.org

IDF is looking for a qualified and competent person for the position of **MIS cum Documentation Officer** based out in Sheikhpura who would be entrusted with the responsibility of effective Data management, documentation, and reporting systems for **Sir Dorabji Tata Trust supported** nutrition Improvement Project in Sheikhpura. The overall goal of the Project is to ensure that the children and pregnant & lactating women achieve sustainable improvement in their food and nutrition intake. The position requires developing and maintaining MIS procedures in guidance with the technical agency. It also entails the ability to implement MIS system of the project as per the agreed indicators. She/He would also be responsible for documenting processes & achievements under the project.

Remuneration: Rs 40000 PM (CTO)

Qualification & Experience:

Post Graduate/Bachelor's Degree in Rural Development/Rural Management/Computer Science/Information technology/Data Analytics/Statistics/Economics/ or equivalent. Good data analysis skills and knowledge of data analysis software. Good written and verbal communication skills and documentation in English & Hindi.

Key Responsibilities of MIS Cum Documentation Officer

- Collect, manage, and organize data from different areas of the project to ensure accurate and up-to-date information.
- Analyse collected data and generate reports for decision-making. This includes creating dashboards, summaries, and insights on program effectiveness, financial performance, and resource utilization
- Create and maintain a repository of standard operating procedures (SOPs), project reports, manuals, and guidelines.
- Work closely with program managers, finance, and other departments to ensure that data collection and documentation are efficient, accurate, and standardized.

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

Please mention **Application for MIS Officer_ Nutrition Project** in the Subject matter of your email.

Job Email ID:

[idfapply\(at\)gmail.com](mailto:idfapply(at)gmail.com)

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