District Manager -MIS

Background and General Description:
The Government of India has launched The National Rural Livelihoods Mission (NRLM) under the Ministry of Rural Development (MoRD). The Mission aims at creating efficient and effective institutional platforms of the rural poor enabling them to increase their household income through sustainable livelihood enhancements and improved access to financial and public services. The agenda is to mobilize the rural poor and vulnerable people   into self- managed, federated institutions and support them for livelihood collectives. In addition, the poor would be facilitated to achieve increased access to their rights, entitlements and public services, diversified risk and better social indicators of empowerment.

Further to these objectives, the Government of Maharashtra has constituted the Maharashtra State Rural Livelihoods Mission, registered under the Societies Act 1860. A State Mission Management Unit has been constituted as a dedicated support structure to deliver the mission in the State. The MSRLM aims to build a team of high quality professionals for providing technical assistance to the districts in various thematic areas such as social inclusion, rural livelihoods human resource management, creating human and social capital, Environment Management, financial inclusion, monitoring and evaluation, MIS etc.

The persons recruited and performing successfully could expect to be associated with the mission on a long term basis. For administrative policy reasons, the contract of this position will be for *11 months* and renewed further based on performance and requirement.

Posting:
The posting will be at District Mission Management Unit (DMMU) level in Palghar-Thane, Solapur, Ratnagiri and Sindhudurg district.

Duties and Responsibilities
The following are the indicative **Duties and Responsibilities** of **District Manager -MIS**

- Leadership role in design and roll out of annual work plans, perspective plans under the MIS component.
- Monitor the Management Information System of the Project and streamlining information flow through periodic analysis of data based on project health indicators and documenting the same
- Monitor the design and integration of M & E tools to Web based MIS/Monitoring system to be installed for the project.
- Facilitate rollout and management of Web based MIS/Monitoring system with close coordination with external agency.
- Ensure timely and accurate data entry of all MIS related data for the project as well as community level
- Capacity building on project MIS component to various stakeholders
- Promote enabling work environment in-order to maximise intra thematic and cross thematic exchange of ideas, co-operation, plans and strategies for implementation.
- Report regularly to SMMU in form of generating periodic reports.
- Any other task as allocated by competent authority at SMMU

Reporting:
The person recruited will be reporting to the **Mission Manager – MIS for** functional reporting and District Mission Manager for administrative reporting any other delegated authority.

Essentials qualification and Experience
PG or PG diploma (Two Years) in MCA or MBA (Systems) or Statistics or MBA (IT) or Information Technology or PGDCA or M. Sc.-IT or M. Sc.- Statistics or Computer Management from recognised university/Institute with minimum 6 years' experience in Rural Development/Social Mobilisation/Poverty alleviation/Livelihoods promotion programmes.

Relevant experience should be minimum 3 years. Relevant experience would constitute MIS development /MIS implementation /MIS maintenance or monitoring activities in Rural Development/Social Mobilisation/Poverty alleviation/Livelihoods promotion programmes.

The candidate should have high level of data management proficiency in MS-Excel. Prior experience in managing online data management is an additional advantage.
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- Age Limit for Open market candidates would not be more than 40 years as on 1st April 2017 and up to 5 years of age relaxation for reservation category and PwD (person with disabilities) candidates.
- Knowledge of Marathi and MS Office is essential.

Desired Domain Knowledge and Experience

➢ Knowledge in development and rollout of MIS systems of Livelihood promotion and poverty alleviation programmes.
➢ Knowledge of development and management of project MIS concerning issues and challenges both on the software and hardware end.
➢ Working knowledge of data management software will be desirable.

Desired Competency and Attributes

- *Ability to recognise complexity, analyse and act* – Proactive in identifying issues and bottlenecks with ability to think Out of Box for innovative solutions.
- *Intensity, Integrity and Intelligence* – Willingness to travel 'extra mile' in order to work for communities with the ability to translate knowledge into purposeful action
- *Inclusive Approach* – Sensitive to needs to vulnerable and marginalised communities and including them in the development process
- *Team Player-* Thrives working in a large team with the ability to demonstrate leadership skills wherever required.
- *Integrative Skills -* Understands relevant cross-sectoral areas how they are interrelated;
- *Articulate and demonstrate clear results* – Possesses effective communication skills to deal with different stakeholders with ability to achieving objectives in challenging situations

Salary- Monthly CTC Rs 30,000/-

How to apply:

Interested candidates can send their online application on www.jobs.msrlm.org or www.umed.in
Last date of online application submission is 30th April 2017.