Block Manager -MIS and M&E

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 livelihoods 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 livelihoods 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 mission will be operational for a period of 5-7 years. Thus, 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 Block Mission Management Unit (BMMU) level in any one of ten districts under Phase I of implementation in Gadchiroli, Wardha, Yeotmal, Osmanabad, Jalna, Ratnagiri, Nandurbar, Solapur, Gondia and Thane. To know the specific blocks under each district, please refer to the http://jobs.msrlm.org

Duties and Responsibilities

The following are the indicative **Duties and responsibilities** of **Block Manager -MIS and M &E**

- Facilitate design, strategy and roll out of annual work plans, perspective plans under the Monitoring and Evaluation component for the block.
- Training to community on various technological platforms to be implemented through the project
- Facilitate development of M&E tools and reporting systems in consultations with other experts in BMMU.
- Promote enabling work environment in-order to maximise intra thematic and cross thematic exchange of ideas, co-operation, plans and strategies for implementation.
- Ensure timely and accurate data entry of all MIS related data for the project as well as community level
- Extend co-operation and support to external agencies in proper implementation of Baseline, Midterm and End Term surveys.
- Take proactive role in design and integration of M & E tools to Web based MIS/Monitoring system to be installed for the project.

- Offer handholding support to field staff on M&E component end ensuring timely flow of data in order to generate required Progress reports.
- Proactively undertake field visits to undertake sample check of data through consultations with stakeholders.
- Undertake thematic studies on a periodic basis by collecting data from field level and sharing findings with BMMU.
- Report regularly to DMMU in form of generating periodic reports.
- Any other task as allocated by competent authority at DMMU

Reporting:

The person recruited will be reporting to the **District Manager –M & E and District Manager – MIS** for functional reporting and Block Mission Manager for administrative reporting any other delegated authority.

Essentials qualification and Experience

For Government Officials- Candidates from Maharashtra State Services/ Banking institutions/ other government departments should have PG degree or diploma in any discipline from a recognised university/Institute with minimum 5 years of experience in Rural Development/Social Mobilisation/Poverty alleviation/Livelihoods promotion programmes.

Relevant experience should be minimum 3 years. Relevant experience would constitute monitoring and evaluation, Research & documentation, reporting, data analysis, and online monitoring activities in Rural Development/Social Mobilisation/Poverty alleviation/Livelihoods promotion programmes.

For candidates from open market- MCA or MBA (IT) or MBA (Systems) or Application or PG in Statistics or Rural Development or Rural Management or Agri business management or Economics or PGDCA or MSc-IT, Information Technology, from recognised university/Institute with minimum 5 years' experience in Rural Development/Social Mobilisation/Poverty alleviation/Livelihoods promotion programmes.

Relevant experience should be minimum 3 years. Relevant experience would constitute monitoring and evaluation, Research & documentation, reporting, data analysis, and online monitoring activities in Rural Development/Social Mobilisation/Poverty alleviation/Livelihoods promotion programmes.

- Age Limit for Government Employees would not be not more than 50 years as on 1st April 2013.
- Age Limit for Open market candidates would not be more than 40 years as on 1st April2013 and up to 5 years of age relaxation for reservation category and Persons with disabilities (PwD) candidates.
- Working knowledge of data management software will be desirable.
- Knowledge of Marathi and MS Office is essential.

Desired Domain Knowledge and Experience

- ➢ Knowledge in development and rollout of M&E systems of Livelihoods promotion and poverty alleviation programmes.
- ➢ Knowledge of development and management of project MIS concerning issues and challenges both on the software and hardware end.
- ➢ Experience of implementation/management of large scale surveys such as Baseline, Midterm and end terms.
- ➢ Familiarity with design of research tools and concepts of research design and sampling methods.

- ➢ Familiarity and usage of statistical packages such as SPSS, Stata to conduct data analysis for reporting.
- ➢ Documentation skills required for the M & E component (viz. Reports, Case Studies, and Success Stories etc.)

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- Gross salary would be up to Rs 40,000/- per month for this position.