

Head Office Address:
4, Community Shopping Centre,
Anupam Apartments, Saidullajab,
MB Road, New Delhi 110068
Tel: +91 88005 15992 | E-mail: delhi@srijanindia.org
Website: www.srijanindia.org



@SelfReliantInitiativesThroughJointAction @srijanofficial @srijanofficial@srijan_india

JOB DESCRIPTION

1. POSITIONS VACANT: MIS Executive

2. ORGANIZATION BACKGROUND:

Founded in 1997 and registered as a public charitable trust in January 2000, SRIJAN is a grassroots implementation and support agency, committed to promoting sustainable and self-reliant models of rural development through interventions in agriculture, horticulture, natural resource management, and livestock.

Geographically spread over four states, SRIJAN works at the grassroots and collaborates with the state/central governments to help build both hard and soft infrastructure for the rural poor. It has been and continues to be in several policy-making bodies of the central government. It is supported by a range of well-known donors.

For more information, please visit <http://srijanindia.org/>

3. JOB DESCRIPTION

Designation: MIS Executive

Location: Noida

Employment Type: Contractual

Qualification and Experience

- Bachelor's degree in Computer Applications, Computer Science, Information Technology, B.Tech or any related field.
- 0-5 years of relevant experience in MIS, data management, reporting or programme information systems.
- Basic to Intermediate level knowledge of Excel.

Responsibilities

A. MIS & Database Management

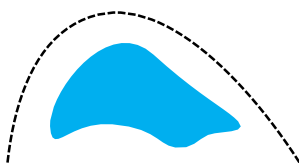
- Ensure timely entry, processing, consolidation and updating of programme data.
- Manage data received from different regions/projects and consolidate it into standard reporting formats.
- Maintain proper documentation, and data archives.
- Support the development and improvement of MIS processes in consultation with the MEL and programme teams.

B. Data Quality Management

- Conduct regular data validation and quality checks to identify missing, duplicate, inconsistent or incorrect records.
- Follow up with field teams to resolve data-quality issues.
- Develop data-quality checks and validation mechanisms within Excel, MIS and digital data collection systems.
- Ensure compliance with SRIJAN's Data Policy and established data-management protocols.

C. Digital Data Collection & SRIJAN App Support

- Support field teams in using SRIJAN's mobile application and digital data collection systems.
- Monitor data submitted through the application and identify technical or data-related issues.



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- Coordinate with the technical team for resolution of system issues.
- Support testing of new forms, features, workflows and application updates before deployment.
- Document bugs, user feedback and system improvement requirements.
- Support programme staff in troubleshooting basic application and data-collection issues.

D. Reporting & Dashboards

- Prepare regular MIS reports for programme, regional and organisational review.
- Generate monthly, quarterly and annual reports as required.
- Develop and maintain dashboards for monitoring key programme indicators.
- Support the MEL team in developing data visualisations and management reports.
- Ensure reports are accurate, consistent and generated within agreed timelines.

E. Data Analysis & Interpretation

- Conduct basic descriptive analysis of programme data to identify trends, gaps and inconsistencies.
- Analyse programme performance against targets and indicators.
- Support the MEL team in analysing household, beneficiary, livelihood and programme-level datasets.
- Generate tables, charts and summaries to support programme review and decision-making.
- Flag unusual trends, data gaps or performance issues to the concerned teams.

F. Capacity Building & User Support

- Provide training and handholding support to field staff on MIS processes, data collection and data quality.
- Develop simple user guides, SOPs and training materials for MIS-related processes.
- Conduct refresher sessions for field teams whenever required.
- Promote a culture of accurate and timely data reporting across SRIJAN.

COMPENSATION

Rs. 30,000 – 45,000 per month (Based on work experience).

APPLICATION PROCESS:

If you are interested, please [apply](#) by or before September 10th, 2026.

