

## **JOB DESCRIPTION**

**Position- Project Executive -MEAL**

**Location- Project Locations/Regional Location**

### **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 resources management, dairy and, livestock. Geographically spread over four states, **SRIJAN** collaborates with the state governments to help build both hard and soft infrastructure for the rural poor.

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

### **EXPERIENCE AND QUALIFICATION**

1. The candidate should have a bachelor's degree and certificate/diploma in computer science.
2. The candidate should have more than 3 years of relevant work experience in the development sector and have a minimum of two years of experience in project database management.
3. Should have good oral and written English communication skills.
4. Should have good command on Microsoft word and excel.
5. Should have Excellent team collaboration.
6. Should have the willingness to travel to project locations.

### **ROLES & RESPONSIBILITIES**

- 1) Provide frequent Guide and Support to field locations directly for reporting in SRIJAN MIS portal and Donor MIS portal.
- 2) The candidate should have excellent command on Excel based MIS database management.
- 3) The candidate will be responsible for project data entry in donor MIS portal and SRIJAN MIS portal.
- 4) The candidate will be responsible for facilitation to all MIS staff in reporting progress data/AAP planning and data cleaning.
- 5) Candidate should have good knowledge of the LFA framework and will be responsible to provide support to locations for the development of their respective project LFA framework.
- 6) Candidate will conduct frequent visits to the project locations to monitor the progress of the project and to ensure progress reporting of the project on SRIJAN MIS software.
- 7) Candidate will be responsible to provide support to locations in project Evaluations and impact assessments conducted by the donors.
- 8) Helping the MEAL team in preparation of the annual action plan, its roll out, and establishing systems of review with integrating its financial progress.
- 9) Responsible to train people and develop a trained cadre for the SRIJAN MIS portal.

- 10) The Candidate will be responsible for checking, cleaning, and fixing issues in the database in coordination with the locations team.
- 11) The candidate should have a willingness to change locations as per the needs and requirements of the organization.

**COMPENSATION:** Rs 45,000 (As per work Experience). In addition to this, there are communication expenses, and the organization covers all travel expenses. SRIJAN also provides Group personal, accidental, and group medical insurance facilities.

**APPLICATION PROCESS:**

If you are interested, please [apply here](#) by or before June 27<sup>th</sup>, 2025.