

**Job Title: MIS & Documentation Executive for Holistic Rural Development
(Chhattisgarh - Sukma Region)**

Location: Sukma, Chhattisgarh, India

Position Type: Full-Time

About the Organization:

AROH Foundation is a non-profit organization committed to promoting holistic rural development in the Sukma region of Chhattisgarh. We believe in empowering local communities, preserving the environment, and improving the quality of life in rural areas through sustainable development initiatives. (Preference will be given for Bastar Region).

Job Description:

We are seeking a dedicated and experienced MIS & Documentation Executive to oversee our holistic rural development projects in the Sukma region of Chhattisgarh. The ideal candidate will be a resident of Chhattisgarh and must have a deep understanding of the local context, culture, and challenges faced by the communities in Sukma.

Key Responsibilities:

- Develop and maintain Management Information Systems (MIS) for efficient data collection, analysis, and reporting on project activities and outcomes.
- Ensure accurate and timely documentation of project progress, including compiling reports, case studies, success stories, and other relevant materials.
- Collaborate with project teams to identify data needs and establish data collection processes that are aligned with project goals and objectives.
- Train field staff and community partners on data collection protocols and tools, and provide ongoing support and guidance as needed.
- Monitor data quality and integrity, and troubleshoot any issues or discrepancies that arise during data collection or analysis.
- Support project evaluation and learning efforts by synthesizing and presenting data findings to key stakeholders, and contributing to lessons learned exercises.
- Stay updated on best practices and emerging trends in MIS and documentation, and recommend improvements to enhance the effectiveness and efficiency of project monitoring and reporting systems.
- Represent the organization in relevant meetings, workshops, and events, and actively participate in networking and knowledge-sharing activities with other stakeholders.

Qualifications:

- Bachelor's or Master's degree in a relevant field (e.g., Rural Development, Social Work, Agriculture, Community Development).
- Minimum of 2-3 years of experience in managing MIS and documentation for development projects, preferably in rural or community-based settings.
- Proficiency in data management software and tools, including database systems, spreadsheets, and statistical analysis software.
- Strong analytical skills and attention to detail, with the ability to interpret complex data sets and generate actionable insights.
- Excellent written and verbal communication skills, with the ability to effectively convey technical information to non-technical audiences.
- Proven ability to work independently and collaboratively in a multicultural team environment, with a commitment to promoting diversity, equity, and inclusion.
- Fluency in English and Hindi is required; knowledge of local languages spoken in Chhattisgarh, would be an advantage.
- Strong understanding of the Sukma region and its unique challenges.
- Demonstrated ability to work effectively with diverse groups and communities.
- Experience in managing donor-funded projects is a plus.

How to Apply:

Interested candidates who meet the qualifications and should be a resident of Chhattisgarh are invited to submit their resume along with a photo detailing their relevant experience and why they are passionate about rural development in the Sukma region of Chhattisgarh. Please go to the link <https://aroh.in/Home/career> to apply for the above-mentioned position.

The deadline for applications is April 20, 2024.

We thank all applicants for their interest in AROH Foundation, but only those selected for an interview will be contacted