

Name of Position: Thematic Anchor (MIS)**Job Description**

Implementation of management information system for the all India roll out of a project under the National Rural Livelihoods Mission, Ministry of Rural Development, Government of India, with technical support from Kudumbashree National Resource Organisation (NRO). The responsibilities would include drawing up user requirement documents and systems requirement specifications for developing MIS applications, liaising with technical agencies for development and maintenance of applications, facilitating data entry and data validation at multiple levels with defined user access and roles, providing training to stakeholders across various states and union territories in ensuring data entry and updates as required, ensuring data quality and security, analysing data and generating and presenting reports as per the requirements of NRLM, Kudumbashree NRO, and other stakeholders. The position would be in Delhi and require travel across states.

Qualifications and Experience

- B. Tech in any branch/ MCA with first class, or
- MSc Statistics with a post graduate diploma in Computer Applications/Data Management/MIS, or
- Master's degree in Social Sciences with a first class with an engineering degree at undergraduate level, or additional diplomas in Computer Applications/Data Management/MIS
- With one year experience in a government, public sector, NGO, or corporate firm handling similar functions related to MIS as mentioned in the job description above.
- Excellent communication skills in Hindi and English; candidates with native fluency in Hindi would be preferred.

Terms of Engagement

- One year on contract, extendable based on project tenure and performance.
- Salary Rs 5,04,000 per annum, consolidated; candidates with higher levels of relevant experience and proven skill sets may be considered for higher pay within the available provisions of the programme.

Selection Process

The applicants will be selected through a multi-stage selection process:

1. Short-listing of suitable candidates based on review of application in the prescribed format
2. Personal Interviews for final selection

Submission of applications

Applications for the positions will consist of the following.

1. Cover Letter
2. Application in the given format
3. Copy of Curriculum Vitae

Completed applications super scribed with “**Application for the post of (*specify post applied for*)” in Kudumbashree-NRO**”, is to be received at the following address on or before **5 pm on 08/01/2024**.

Completed signed applications may be submitted through email to keralanro@gmail.com and keralanrorecruitment@gmail.com

Note:

- Only applications complete in all respects will be considered. Cover letter, Application in the given format and copy of CV should be submitted together and should be signed by the applicant.
- Submissions through e-mail should be in pdf format and all documents should carry the signature of the applicant
- No supporting document is to be provided along with the application. Applicant may provide authenticated copies of certificates & credentials when asked for, and make available originals for verification.
- No enquiries related to the Selection process will be entertained.

Sd/-

**Executive Director
Kudumbashree**