MIS Officer- Job Description

Job Summary:

The MIS officer under general direction preforms duties associated with designing, developing and managing MIS of CALM.

Business Unit: - Enable Health Society

Band/Grade: 1C/2A

Key Responsibilities / Deliverables:

- Support the development and finalisation of CALM activity calendars
- Liaise with Managers and TMs to obtain the most up-to-date and quality data within the stipulated time frame, ensure data consistency, ensure data review and validation and continually update the data base
- Under the supervision of Regional Managers update and conduct analysis and visualization of data from CALM MIS to identify areas for improvement with regards to integrated tracks activities
- Conduct data analysis, present, and disseminate share team utilisation, planned vs achieved, volume performance data reports to inform senior programme management teams.
- Participate in activity debrief calls and provide inputs for improvisation of activities basis data
- Develop and design/improvise monitoring and tracking tools such as dash board to effectively measure the performance of the activities
- Support course correction strategies for CALM department through actionable feedback basis collected data and its analysis
- Ensure timely and quality provision of impact data for EHS annual reports
- Respond to ad hoc data requests via RMs
- Maintain effective relationships with key internal and external stakeholders and ensure information flow to the stakeholders and vice versa for effective implementation.
- Maintain and update the CALM database on a periodic basis.
- To ensure effective quality control in data collection, recording and analysis
- Performs additional duties as assigned or directed.

Qualifications, Skills & Experience
- Bachelor's degree in social sciences or related field;
- At least 4 years of experience in managing data systems in the development sector'
- Proficient in using MS Excel, Access and database management softwares. Familiarity working with and connecting a variety of MIS

platforms, including integrating and processing large datasets from multiple sources.

- Excellent analytical skills
- Excellent team management skills;
- Ability to operate in a cross-cultural environment requiring flexibility;
- Fluency in English and Hindi required, any other language is an asset
- Ability to work independently