

Job Description: MIS Coordinator – Urban Household Resilience Project

Position Title

MIS Coordinator – Urban Household Resilience Project

Location

Guwahati, Assam

Reports To

Project Lead – Urban Household Resilience Project

Position Summary

The MIS Coordinator will establish and manage the project's Management Information System (MIS) to ensure the timely collection, validation, analysis, and reporting of programme data. The role will support evidence-based planning, monitoring, evaluation, learning, and donor reporting by maintaining accurate beneficiary databases, digital data collection systems, dashboards, and performance tracking tools.

The MIS Coordinator will work closely with project staff, field teams, and partner organizations to strengthen data quality, improve information management processes, and promote data-driven decision-making across all project components, including community resilience, education, youth development, social protection, livelihoods, and climate adaptation.

Key Responsibilities

1. MIS Planning and Management

- Design, implement, and maintain the project's Management Information System (MIS).
- Establish digital beneficiary registration and tracking systems.
- Ensure data security, confidentiality, and compliance with organisational data protection policies.

2. Database Management

- Develop and maintain project databases for households, beneficiaries, activities, services, referrals, and outcomes.
- Regularly update beneficiary profiles and project records.
- Ensure accurate coding, classification, and archiving of project information.
- Perform routine database maintenance and backups.

3. Digital Data Collection

- Design and manage digital data collection tools using platforms such as KoboToolbox, or similar applications.
- Configure mobile forms for baseline surveys, household assessments, monitoring visits, and end-line evaluations.
- Provide technical support to field staff using digital devices and applications.
- Troubleshoot data collection and synchronization issues.

4. Data Quality Assurance

- Conduct routine data quality checks, validation, and cleaning.
- Verify field data against source documents and beneficiary records.
- Identify inconsistencies and work with field teams to resolve errors.
- Ensure completeness, accuracy, and timeliness of project data.

5. Monitoring, Analysis, and Reporting

- Generate routine dashboards and performance reports for project management.
- Analyse programme data to identify trends, gaps, and areas requiring corrective action.
- Produce monthly, quarterly, annual, and donor-specific reports.
- Support project reviews, evaluations, and learning exercises with accurate data and analysis.

6. Mapping Support

- Generate maps and visualisations to support planning and reporting.

7. Capacity Building

- Train project staff and community facilitators on data collection protocols, digital tools, and data quality standards.
- Build staff capacity in data analysis, interpretation, and use of dashboards.
- Develop user manuals and training materials for MIS applications.

8. Monitoring and Evaluation Support

- Support the development of indicator tracking tables, logical frameworks, and monitoring plans.
- Assist in baseline, midline, and end-line surveys.
- Support external evaluations and research studies through data management and analysis.
- Contribute to documentation of project outcomes, lessons learned, and best practices.

9. Coordination and Communication

- Work closely with programme teams to ensure timely submission of field data.
- Coordinate with Monitoring, Evaluation, Accountability and Learning (MEAL) personnel, consultants, and partner organisations.
- Provide regular updates to the Project Lead on data quality and project performance.
- Support donor audits and compliance reviews by providing required documentation and datasets.

Qualifications

- Bachelor's or Master's degree in Computer Science, Information Technology, Data Science, Management Development Studies, Economics, or a related field.
- Certification in MIS, database management is desirable.

Experience

- Minimum 3–4 years of experience managing MIS and databases in development programmes.
- Experience with donor-funded projects is preferred.
- Demonstrated experience designing and managing digital data collection systems.
- Experience working with community development, urban resilience, livelihoods, education, or social protection programmes is an advantage.
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Required Skills and Competencies

- Strong knowledge of database management and MIS concepts.
- Experience with KoboToolbox, SurveyCTO, or similar digital data collection platforms.
- Proficiency in Microsoft Excel (advanced functions) and dashboard development.
- Strong analytical, problem-solving, and data visualisation skills.
- Excellent attention to detail and commitment to data quality.
- Good report writing and documentation skills.
- Ability to train and mentor field teams on digital systems.
- Fluency in English; knowledge of Assamese and Hindi is desirable.

Key Performance Indicators (KPIs)

- Timeliness and accuracy of project databases and beneficiary records.
- Percentage of data meeting established quality standards.
- Timely submission of monthly, quarterly, and donor reports.
- Availability and functionality of MIS dashboards and reporting tools.
- Number of staff trained on MIS and digital data collection systems.
- Reduction in data errors and reporting delays.
- Successful management of digital surveys and data collection activities.
- Compliance with data protection and confidentiality standards.

Working Conditions

- Based at the project office with regular travel to field locations for monitoring, verification, and staff support.
- Occasional travel for training, evaluations, and stakeholder meetings.
- Participation in project planning, review meetings, and donor reporting processes.

Core Values

- Accuracy, integrity, and accountability.
- Innovation and continuous improvement.
- Confidentiality and ethical data management.
- Collaboration and teamwork.
- Evidence-based decision-making.
- Commitment to strengthening resilient and inclusive urban communities through high-quality information systems.

The **MIS Coordinator** plays a central role in ensuring that Project is **data-driven and accountable**. Beyond managing information systems, the role supports programme quality by producing real-time dashboards, tracking household resilience indicators, monitoring referrals and service uptake, and generating evidence to inform adaptive management, donor reporting, and long-term learning.

Interested candidates apply to the Program Lead/ HR Lead at careers@fstindia.org immediately with the resume and cover letter. Short listed candidates will be invited for a formal written test and interview before final selection. Refer www.fstindia.org for further details about the organisation. Candidates from Guwahati are encouraged to apply. Salary: 4 to 4.2 lacs per annum (CTC) depending on the experience.

Kindly mention your Expected Salary.

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