

MIS EXPERT (UNISEX) - 1 Nos
Location - Budaun, Uttar Pradesh

* Required Experience - 5 Yrs. of experience in data management of community engagement projects

* Education Qualification - Bachelor's degree in Science, Communications and or any other relevant field.

* Additional Qualification - Masters in Communications Applications

* Skills & Competencies -

- Effective communication and interpersonal skills.
- Ability to motivate and inspire staff.
- Experience with a variety of software applications.
- Excellent problem-solving

* Responsibilities -

- MIS Expert is responsible for managing program data, documentation, and reporting within the Program
- This role plays a critical part in ensuring that program operations are well-documented, efficient, and aligned with the organization's goals
- He or She lead all information technology operations within a company. They are responsible for planning, designing, developing, and evaluating computer systems. Also, they have various duties depending on the type and size of the organization.
- Keep tracking on planned vs actual and help the PM through regular data update and to ensure the timely action on gaps etc.
- She /He will ensure all type of end-to-end documentation as per the MoU and as instructed by Project Manager & HO
- Collect and verify the document from Field Coordinators and prepare monthly report for the project.