

**Position:** MIS Expert  
**Vacancy:** 01  
**Location:** Lanjigarh, Kalahandi District, Odisha  
**Last Date:** 18<sup>h</sup> November, 2023

**Action for Food Production (AFPRO)** is a socio-technical organization working for the upliftment of the rural poor through effective natural resource management. It works in the areas of Agriculture, Food Security, Livelihoods, Water, Sanitation, Watershed Management, Natural Resource Management and Climate Change. AFPRO is registered under the Societies Registration Act 1860 (Punjab Amendment) Act 1957 as extended to Delhi.

**Mission Statement:** AFPRO dedicates itself for alleviating rural poverty, through partnerships, networking and collaborations with like-minded Institutions, with a focus on enabling the marginalized and weaker sections of the Society.

**Domain Areas:** Agriculture, Food Security, Livelihood, Water Sanitation, Watershed Management, Natural Resource Management, Climate Change and Renewable Energy.

**Position:** AFPRO having its Head Office at New Delhi requires MIS Expert for its Project office based in Lanjigarh, Kalahandi District, Odisha. This position is for implementation of the project titled 'Watershed and livelihood project' covering an area of approximate 13600 acres of land across 46 villages. The objective of the project is to contribute towards development and improvement of socio-economic status of the vulnerable communities through systematic management of natural resources in watershed approach.

**Educational Qualification:** Bachelor's degree in IT, Computer Science, MIS, Hardware & Software Engineering, or other related subjects.

**Experience:** 2-5 years of experience in programme design, implementation, monitoring, evaluation or research in development sector.

**CTO:** Rs. 30,000 to 35,000/- Per Month

### **Job Description**

- Develop and support MIS system on the basis of project requirement.
- Generate and distribute management reports in an accurate and timely manner.
- Performing data analysis for sending reports periodically.
- Design and generation of appropriate, MS-Excel based, MIS reports on a timely basis.
- Extract and compile information in MS-Excel from different databases and data sources and analyze & present data in the form of reports using advanced tools and formulas, etc.
- Support project team, in generating reports by data input and data checking and analysis.
- Develop MIS process for regular monitoring of ongoing project activities.

**Skills Required:**

- Experience in implementation of programmes at state level, documentation of project reports, development of apps & dashboards, and stakeholder management
- Excellent communications and documentation (MS Word, Excel) skills in English

Please send your application with profile/resume, current salary, expected salary to AFPRO, Action for Food Production 25/1A Institutional Area, D Block Janakpuri, Pankha Road, New Delhi – 110058, Ph: 28525412 / 28525452, email: [jobs@afpro.org](mailto:jobs@afpro.org) with a copy marked to [afproindia@afpro.org](mailto:afproindia@afpro.org), website: [www.afpro.org](http://www.afpro.org)

**Apply by: 18<sup>th</sup> November, 2023**