



An opportunity to engage with Vikas Samvad

Post: MIS Coordinator – Rural Creche Initiative

Location: Raidih Block, Gumla District, (Jharkhand)

About Vikas Samvad Samiti (VSS):

Vikas Samvad Samiti is a non-governmental organization (NGO) working in social development, capacity building, and development communication. It focuses on children's and women's rights, food and nutrition security, and poverty alleviation. Vikas Samvad Samiti promotes Constitutional values such as equality, justice, dignity, and democratic participation through community-based interventions, strategic communication, research, and documentation. The organization works closely with marginalized communities—particularly Scheduled Castes, Scheduled Tribes, women, youth, adolescents, and small farmers—and partners with community organizations, media, Panchayati Raj Institutions (PRIs), government departments, and civil society networks to drive inclusive, evidence-based development.

About the Project:

Vikas Samvad Samiti is running a Ruaral Creche Initiative project in Raidih block of Gumla district (Jharkhand) with the support of Azim Premji Foundation. This program aims to provide safe, caring spaces for children aged 6 months to 3 years, especially those from working-class and marginalized families. These Creches will support young children's early care, nutrition, and well-being while enabling mothers to pursue livelihoods with confidence.

About the Position:

We are inviting applications for the position of MIS Coordinator, who will provide technical and digital support for the smooth implementation of the Creche Initiative. The role will be responsible for managing the Shishu Ghar App, maintaining data systems, and ensuring effective monitoring, analysis, and reporting of the program.

Key Responsibilities:

- Manage the Shishu Ghar App, MIS systems, and digital data processes.
- Collect, verify, and maintain accurate data from creche centers and field teams.
- Ensure timely entry of attendance, enrollment, and child growth data.
- Validate records, maintain backups, and ensure data security.
- Prepare monthly, quarterly, annual, and donor reports as per project and donor requirements.
- Prepare presentations, dashboards, and reports for internal reviews and external reporting.
- Train and support staff on app usage and MIS tools.
- Conduct data quality checks and regular feedback to teams.
- Support documentation, case studies, and success stories.
- Coordinate with project staff and VSS management for smooth MIS operations.

- Coordinate with VSS management and Project Manager to improve data use for decision-making.

Qualifications and Experience:

- Graduate preferably in Computer Science or Applications or Engineering; should have working knowledge of software applications including MS Excel.
- Around 3 years of experience in managing MIS or data management in the development sector.

Essential skills:

- Strong analytical, reporting, and data visualization skills.
- Proficiency in Microsoft Excel, Microsoft PowerPoint, and other Microsoft Office tools.
- Experience with Google Sheets and data tools such as DHIS2, KoboToolbox, and ODK.
- Ability to train and support field staff on data-related tasks.
- Good communication skills in Hindi and English.
- Ability to manage large datasets with accuracy and confidentiality.
- Commitment to working with rural/tribal communities and promoting transparency.

Salary:

₹30,000 – ₹35,000 per month (subject to applicable taxes and deductions). The final offer will be based on qualifications and relevant experience.

How to Apply:

- **Last date:** 03.05.2026
- Interested candidates should email their updated resume along with a cover letter to: **office@vssmp.org**
- Please mention “**Application for the post of MIS coordinator – Rural Creche Initiative**” in the subject line of your email.

Note:

Only shortlisted candidates will be contacted. An online or in-person interaction will be conducted before final selection.