



JOB DESCRIPTION

POSITION: MIS Expert

LOCATION: Krushi Bhawan, BBSR, Odisha

REPORTS TO: State Coordinator

LEVEL/GRADE: State Level

About ACCESS:

ACCESS Development Services is a national livelihoods promotion organization with a focus on incubating innovations and developing sustainable models for livelihoods promotion of the poor. To this end, ACCESS is structured uniquely to work at all levels of the value chain – implementing programmes on the ground (Tier I), working with Civil Society Organizations, Government Departments, Corporate sector, and Multilateral / Bilateral Agencies (Tier II) as also undertaking national initiatives to influence and support policy initiatives and strengthening the enabling environment (Tier III). ACCESS, with its head office in New Delhi has a pan-India presence having state offices in 9 states and 26 project offices. More at www.accessdev.org

A short summary about the Project

Position Summary:

Access through Mukhyamantri Maka Mission is currently seeking young and dynamic professionals to join the State Programme Secretariat. The primary responsibility of the selected candidate will be to manage and maintain the Management Information System (MIS) by accurately entering and organizing essential data in accordance with the prescribed formats. This role also involves utilizing web-based MIS software to ensure that all the necessary information is stored and accessible for efficient program management. The ideal candidate for this position should possess a strong sense of enthusiasm and energy, as they will play a crucial role in supporting the successful implementation of the state program. Their attention to detail and commitment to accurate data entry will contribute to the overall effectiveness of the Mukhyamantri Maka Mission. This role is pivotal in ensuring that all program-related data is systematically recorded and readily available, which is essential for informed decision-making and program evaluation.

Role & Responsibilities:

- Oversee the collection, validation, and storage of data within the organization.
- Ensure data accuracy, consistency, and security.
- Design, develop, and maintain MIS systems and databases.
- Customize software applications to meet the organization's data management needs.
- Generate reports and dashboards to provide timely and accurate information to decision-makers.
- Analyze data trends and patterns to support strategic planning.
- Implement data quality control measures to prevent errors and inconsistencies.
- Regularly audit data to identify and rectify inaccuracies.





- Evaluate, select, and implement appropriate software and tools for data management and reporting.
- Train staff in using MIS software effectively.
- Ensure that data-related policies and guidelines are followed.
- Collaborate with IT and technical teams to ensure data systems are running smoothly.
- Implement data security protocols to protect sensitive information.
- Provide support to end-users, helping them resolve data-related issues.
- Train and develop staff in data entry, data retrieval, and system usage.
- Conduct workshops or training sessions as needed.

Education & Experience:

- a) Bachelor's degree in a relevant field, such as Information Technology or Computer Science.
- b) Advanced degree (Master's or higher) in a related discipline will be given preferences.
- c) Minimum of 3-5 years of relevant experience in managing and maintaining MIS, with proficiency in working with MIS software and data management tools.

Skills and Competencies:

- a) Proficient in using MIS software and tools
- b) Strong data analysis and interpretation abilities
- c) Knowledge of database management and data modeling
- d) Advanced Excel skills, including formulas and data visualization
- e) Ability to design and create custom reports and dashboards
- f) Strong communication and presentation skills
- g) Attention to detail and accuracy in data handling
- h) Familiarity with data security and confidentiality best practices
- i) Project management skills for implementing and maintaining MIS systems
- j) Continuous learning and adaptability to stay updated with new technologies and trends in MIS.
- k) Fluency in English, Hindi & Odia

Travel Requirement

- a. Periodic visits to project sites for data collection and system assessments.
- b. Attendance at training sessions, workshops, and meetings as needed.
- c. Travel to interact with stakeholders and provide on-site support.
- d. Participation in conferences or seminars relevant to MIS and technology.
- e. Field visits for troubleshooting and resolving technical issues.

COMPENSATION:

The salary range for this position is commensurate to industry standards and will be determined based upon experience set of the candidate and the HR policies of the organization.





ACCESS is an Equal Opportunity Employer, and is committed to providing an environment of fairness, and mutual respect where all applicants have access to equal employment opportunities. ACCESS values diversity and inclusion, and all qualified applicants will receive consideration for employment without regard to race, color, gender, sexual orientation, gender identity or expression, religion, national origin, marital status, age and disability.

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