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- Undertake thematic studies on a periodic basis by collecting data from field level and reporting findings with BMMU.
- Report regularly to DMMU in form of generating periodic reports
- Any other task as allocated by competent authority at DMMU

Reporting:

The person recruited will be reporting to the Block Mission Manager (BMMU) of MSRLM or other delegated authority.

Essential qualification and Experience

Bachelor in Computer Application or Bachelor in Computer Science or Bachelor in Statistics or Bachelor of Science in IT or Bachelor in Business Administration in IT or Bachelor in Business Administration in system or Bachelor of Engineering – Computer or Bachelor of Technology – Computer or Bachelor of Engineering – IT or Bachelor of Technology – IT or Master in Computer Application or Master in Computer Science or Master in Statistics or Master of Science in Information Technology or Master in Business Administration in IT or Master in Business Administration in system or Master in Computer Management or Master in Computer Science -IT or Master in Business Management in system or Master in Business Management in IT or Master of Business Studies - system or Master of Business Studies - IT or Master of Engineering – Computer or Master of Technology – Computer or Master of Engineering – IT or Master of Technology – IT with or PG in computer management from recognized university/institute with minimum 3 years of experience in handling MIS Function for private or Government project, should have hands on experience in managing large form of data. The candidate should have high level of data management proficiency in MS-Excel. Prior experience in managing online data management in Rural Development/Social Mobilisation/Poverty alleviation/Livelihood promotion programmes is an additional advantage. Knowledge of Marathi is essential and working knowledge of data management software will be desirable.

Desired Domain Knowledge and Experience

- Knowledge in development and rollout of MIS System of Livelihood promotion and poverty alleviation programmes.
- Knowledge of development and management of project MIS concerning issues and challenges both on the software and hardware end.
- Experience of implementation/management of large scale surveys such as Baseline, Mid-term and end terms.
- Familiarity with design of research tools and concepts of research design and sampling methods.
- Familiarity and usage of statistical packages such as SPSS, Stata to conduct data analysis and reporting.
- Documentation skills required for the MIS and M&E component (viz. Reports, Case Studies and Success Stories etc.)

Desired Competency and Attributes

- *Ability to recognize complexity, analysis and act* – Proactive in identifying issues and bottlenecks with ability to think Out of Box for innovative solutions.
- *Intensity, Integrity and Intelligence* – Willingness to travel 'extra mile' in order to work with communities with the ability to translate knowledge into purposeful action
- *Inclusive Approach* – Sensitive to needs of vulnerable and marginalised communities including them in the development process
- *Team Player*- Thrives working in a large team with the ability to demonstrate leadership wherever required
- *Integrative Skills* - Understands relevant cross-sectoral areas how they are interrelated.
- *Articulate and demonstrate clear results* – Possesses effective communication skills to interact with different stakeholders with ability to achieving objectives in challenging situations.

Annexure: C

Maharashtra State Rural Livelihoods Mission (MSRLM)
Eligibility Criteria, Roles & Responsibilities of various positions in MSRLM
Block Manager-MIS and M & E

Background and General Description:

The Government of India has launched The Deendayal Antyodaya Yojana -National Rural Livelihoods Mission (NRLM) under the Ministry of Rural Development (MoRD). The Mission aims at creating efficient and effective institutional platforms of the rural poor enabling them to increase their household income through sustainable livelihood enhancements and improved access to financial and public services. The agenda is to mobilize the rural poor and vulnerable people into self-managed federated institutions and support them for livelihood collectives. In addition, the poor would be facilitated to achieve increased access to their rights, entitlements and public services, diversified risk and better social indicators of empowerment.

Further to these objectives, the Government of Maharashtra has constituted the Maharashtra State Rural Livelihoods Mission (MSRLM), registered under the Societies Act 1860. A State Mission Management Unit has been constituted as a dedicated support structure to deliver the mission in the State. The MSRLM aims to build a team of high quality professionals for providing technical assistance to the districts in various thematic areas such as social inclusion, rural livelihoods human resource management, creating human and social capital, Economic Inclusion, Financial Inclusion, Sustainable livelihoods, monitoring and evaluation, MIS etc.

In order to ensure that no poor household is excluded, the MSRLM would adopt an inclusive approach to social mobilization. The Mission would employ different strategies for mobilization of all identified Poor households into functionally effective, self-managed institutions. Particular emphasis would be laid on mobilizing vulnerable sections such as the Scheduled Castes, the Scheduled Tribes including particularly vulnerable tribal groups, religious minorities, single women and households headed by women, persons living with disabilities, the landless, migrant laborers, isolated communities and those living in disturbed areas. Facilitating peer support and social mobilization campaigns by community resource persons (CRPs) have proved to be successful in achieving high levels of social inclusion across the states. A similar approach would be adopted in achieving social inclusion under MSRLM.

Creating such an institutional platform for social and economic empowerment is a critical prerequisite for the poor to effectively participate over time in any program addressing their development needs. A Self Help Group (SHG), of 10-20 persons in general (5-20 persons in difficult areas) is the primary building block of the MSRLM institutional design. Systematic handholding support and guidance would be provided to SHGs both through the external support structures and their own federated structures. The primary source of financial assistance for the institutions of the poor is bank credit.

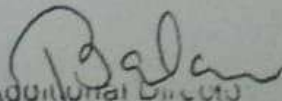
Posting:

Anywhere in Raigad District of Maharashtra

Duties and Responsibilities

The following are the indicative Duties and responsibilities

- Facilitate design, strategy and roll out of annual work plans, perspective plans under the Monitoring and Evaluation component for the block.
- Training to community on various technological platforms to be implemented through the project
- Facilitate development of M&E tools and reporting systems in consultations with other experts in BMMU.
- Promote enabling work environment in-order to maximise intra thematic and cross thematic exchange of ideas, co-operation, plans and strategies for implementation.
- Ensure timely and accurate data entry of all MIS related data for the project as well as community level
- Extend co-operation and support to external agencies in proper implementation of Baseline, Midterm and End Term surveys.
- Take proactive role in design and integration of M & E tools to Web based MIS/Monitoring system to be installed for the project.
- Offer handholding support to field staff on M&E component end ensuring timely flow of data in order to generate required Progress reports
- Proactively undertake field visits to undertake sample check of data through consultations with stakeholders.


Additional Director

Maharashtra State Rural Livelihoods Mission
Government of Maharashtra