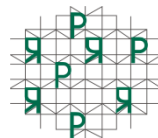


Job Announcement Form  
Professional Assistance for Development Action (PRADAN)

Title of position offered	Associate-MIS
Number of Vacancies	1
Roles and Responsibilities:	<ul style="list-style-type: none"> <li>• Prepare and Maintain database on of all programmes and interventions in the operational area of the work unit</li> <li>• Provide data to support the work unit in annual planning and progress reporting processes</li> <li>• Make required entries in PRADAN's online Management Information System (MIS) for the work unit. Share feedback on functionality of the online applications to the system admin.</li> <li>• Implement PRADAN's data collection procedures and protocols.</li> <li>• Test data collection modules and roll out the same in the work unit</li> <li>• Train, handhold and Supervise Community Data Collectors for data collection and validations</li> <li>• Ensure timely data collection by the CDCs and for different research and studies</li> <li>• Ensure data authenticity by conducting data validation exercises</li> <li>• Work closely with CENMIS groups to incorporate changes in MIS and accordingly orient CDC and Team members.</li> <li>• Any other related work as assigned by the team</li> </ul>
Eligibility criteria	<p><b>Qualifications and Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum Bachelor's degree in Computer Application, Computer Science, Information Technology or related fields</li> <li>• Graduate with 50% of marks throughout their academics.</li> </ul>
Skills and Competencies	<p><b>Required Skills and Competencies:</b></p> <ul style="list-style-type: none"> <li>• Proficiency in typing.</li> <li>• Strong proficiency in English (written and verbal).</li> <li>• Good analytical skills with an understanding of data analysis.</li> <li>• Proficiency in computer skills, including Excel, data management tools, and basic analysis software.</li> <li>• Familiarity with digital data collection platforms (e.g., ODK, Kobo etc.).</li> </ul> <p><b>Desired Skills and Competencies:</b></p> <ul style="list-style-type: none"> <li>• Proficient in GIS applications</li> <li>• Working knowledge of data visualization and analysis tools such as Power BI</li> </ul>



Place of posting/Location	Mohgaon (Mandla, Madhya Pradesh)
Proposed Salary range	The salary will be negotiable based on the candidate's qualifications and experience.
Nature of job	One-year Contract and extendable based on performance
Last date of Application	18 <sup>th</sup> December, 2025
For any Query write to (email ID)	pdnmprecruitment@gmail.com
Preference	Female candidates will be given a preference
Google Form link to apply for the position	<a href="https://tinyurl.com/Mohgaon-MIS">https://tinyurl.com/Mohgaon-MIS</a>