# Job Announcement Form: MIS Associate

Professional Assistance for Development Action (PRADAN)

| Title of position offered | **Coordinator (MIS & Communication)** |
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| Number of Vacancies | **01** |
| Responsibilities: | <ul><li>Collect, update, and maintain data on the specific portal.</li><li>Prepare accurate MIS reports and ensure timely submission to management</li><li>Handle data entry and verify data accuracy on a regular basis</li><li>Maintain proper records, databases, and documentation</li><li>Coordinate with different teams to gather required information</li><li>Support operational teams with reports and data analysis</li><li>Coordinate with Village Level Coordinators to collect data</li><li>Assist in capacity building of Village Level Coordinators for accurate data reporting</li><li>Ensuring timely reporting for team's project</li><li>Maintain accurate data and reporting systems.</li><li>Ensure IEC materials align with program goals, branding guidelines, and organizational standards.</li><li>Present project progress in review forums, internal learning spaces, and stakeholder meetings.</li><li>Take on any other responsibilities deemed necessary for successful execution of the role.</li></ul> |
| Eligibility criteria | <ul><li>Graduation in any discipline</li><li>Proficiency in MS Office, and basic computer applications.</li><li>Strong attention to detail and data accuracy.</li><li>Basic knowledge of data analysis and reporting</li><li>Good communication and coordination skills</li><li>Proven skill on developing digital media content, IEC material creation, short story formation.</li><li>Good English writing proficiency.</li><li>Proven leadership, communication, and negotiation skills.</li></ul> |
| Place of posting/Location | Hazaribagh, Jharkhand |
| Proposed salary range | **CTC: INR 3.6 lakh per annum** |
| Nature of job | 1-year fixed term contract and extendable based on performance and organizational need. |
| Last date of Application | **January 31, 2026** |

| For any query write to | **hazaribag@pradan.net** with the subject line Query for the Coordinator (MIS & Communication) |
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| Preference | <ul><li>Candidates with prior experience of 1 or more years in Data operating system, Mass communications, MIS, rural livelihoods etc.</li><li>Candidates from Jharkhand or neighboring regions will be given preference.</li></ul> |
| Apply through the Google Form link | https://docs.google.com/forms/d/e/1FAIpQLSdBCP4lg0zs7Tj1G5vOjPxDRikGrYvVGc9zXpuohkqYHs46qg/viewform?usp=publish-editor |