

*Job Announcement Form*  
*Professional Assistance for Development Action (PRADAN)*

Title of position offered	Associate (MIS)
Number of Vacancies	1
Responsibilities:	<ul style="list-style-type: none"> <li>• Collect, compile, and maintain project data from field teams and clusters.</li> <li>• Ensure timely data entry in MIS platforms (ERP, MIS platform, project dashboards).</li> <li>• Coordinate with field staff and project teams for data collection and validation.</li> <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>• Implement PRADAN’s data collection procedures and protocols. Test data collection modules and roll out the same in the work unit <ul style="list-style-type: none"> <li>○ Train, handhold and Supervise Community Data Collectors for data collection and validations</li> <li>○ Ensure data collection timely including for research and studies</li> <li>○ Ensure data authenticity by conducting data validation exercises</li> </ul> </li> <li>• Work closely with CENMIS groups to incorporate changes in MIS and accordingly orient CDCs (Community Data Collectors) and Team members</li> <li>• Additional data keeping in the available form at HH level for the project requirement data analysis.</li> </ul>
Eligibility criteria & Skills and Competencies	<p><b>Qualifications and Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum qualification Bachelor of Computer Science or Bachelor of Computer Application</li> <li>• Candidates having minimum of 2 years of experiences on similar fields will be given preference</li> </ul> <p><b>Skills and Competencies:</b></p> <ul style="list-style-type: none"> <li>• Ability to work as a team member with proactive participation in team events, including meetings.</li> <li>• Proficient at prioritizing task &amp; deliverables.</li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent time management and organizational skills.</li> <li>• Good Writing, analytical &amp; communication skills</li> <li>• Able to read and write in Hindi and English</li> </ul>
Place of posting/Location	Bahadurganj, Kishanganj
Proposed Salary range	As per PRADAN pay structure
Nature of job	One-year fixed term contract and extendable based on performance and project continuity.
Last date of Application	20 <sup>th</sup> April 2026
Queries	Write to <a href="mailto:kishanganj@pradan.net">kishanganj@pradan.net</a> for any queries
Preference	<ul style="list-style-type: none"> <li>• Candidates who are willing to work at the block level are strongly encouraged to apply. Proficiency in English will be an added advantage.</li> <li>• The role requires frequent travel to villages. Preference will be given to candidates who can drive a two-wheeler and should have valid driving license.</li> </ul>
Link to apply for the position	<a href="https://forms.gle/BgjV7j3GPtBkxQWP8">https://forms.gle/BgjV7j3GPtBkxQWP8</a>