

*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>• 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. <ul style="list-style-type: none"> <li>o Test data collection modules and roll out the same in the work unit</li> <li>o Train, handhold and Supervise Community Data Collectors for data collection and validations</li> <li>o Ensure data collection timely including for research and studies</li> <li>o 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> <li>• Excellent time management and organizational skills.</li> <li>• Good Writing, analytical &amp; communication skills.</li> </ul> <p>The role demands travel to villages. Therefore, readiness to visit field as per the requirement is mandatory.</p>
Place of posting/Location	Jaykaypur, Odisha
Proposed Salary range	As per the PRADAN Standard

Nature of job	One-year contractual position, extendable based on performance and project continuity.
Last date of Application	30 <sup>th</sup> April, 2026
For any queries write to	<b>jaykaypur@pradan.net</b>
Preference	Candidates fluent in Odia language and ready to work at Block level are encouraged to apply. Speaking in Hindi will be having an additional benefit.
Google Form link to apply for the position	<a href="https://forms.gle/bAZHDnLoo5inaysE8">https://forms.gle/bAZHDnLoo5inaysE8</a>