



JOB DESCRIPTION

Job Title	MIS Officer
Department	Programs
Location	Delhi (Head Office)
Number of Position	1

Brief background on Kinship for Humanitarian Social Holistic Intervention in India (KHUSHII)

KHUSHII is a non-profit organisation working for the upliftment and holistic development of underprivileged children, women and vulnerable families. Founded in December of 2003 by Cricket legend Kapil Dev, KHUSHII is currently working in 10 states in India namely Delhi, Rajasthan, Gujarat, Haryana, Telangana, Uttar Pradesh, Maharashtra, Punjab, Tamil Nadu and Karnataka reaching out to approx. 30,000 children and impacting lives of more than 5 lakh in the communities in their fight against poverty, abandonment, social neglect.

Roles and Responsibilities

- Defining M&E framework for all programs and agreed upon with Programs Director
- MIS framework including data collection process, tools, reporting formats created for all indicators (input, output and outcome) identified in the logframe /ToC
- Competitor's analysis - organizing workshops for Programme team in order to stay abreast on innovation and new technology
- Supporting Impact assessment processes – working closely with ED and Chief Programme Director
- Data collection, analysis and reporting completed on time for indicators as per plan for ED and Board Members
- Support in creating plan for third party evaluation of programs
- Supporting development of Projects' course correction strategy through actionable feedback basis collected data and its analysis for improved performance against programme LFA metrics
- Assisting Chief Director in fundraising activities through solicited partnerships with various corporates and institutions by providing & relevant information.

Required Skills and Experience:

- Minimum 3-4 years of experience in handling MIS systems of social development projects

- Demonstrated knowledge of working with non-profit initiatives
- Knowledge on handling dashboards, spreadsheets, online tools on data compilation & Analysis; knowledge on basic statistics would be preferred.
- Equipped to anchor and handle online/technological modes of training for frontline teams.

Qualification

- Master Degree/Diploma in Social Work or related field from a reputed institute
- Training credentials of M&E Systems, statistical tools etc
- Proficiency in English and Hindi (Written & Spoken) additional languages will be preferred.
- Fluent windows application; credentials on computer skills related to database management

Salary: Best as per the industry standards. (6 lacs per annum)

Interested candidates may send CV to hr@khushii.org.

Only shortlisted candidates shall be notified by us.