

## **American India Foundation (AIF)**

**Position** - Consultant

**Role** - MIS Executive

**Number of position** - One (1)

**Program** - Livelihoods

**Location** - Bhopal, Madhya Pradesh

**Position Type** - Consultancy

**Reporting To** - Project Coordinator

**Duration** - 11 months

### **Background**

The American India Foundation is committed to improving the lives of India's underprivileged, with a special focus on women, children, and youth. AIF does this through high impact interventions in education, health, and livelihoods, because poverty is multidimensional. AIF's unique value proposition is its broad engagement between communities, civil society, and expertise, thereby building a lasting bridge between the United States and India. Learn more at [www.aif.org](http://www.aif.org)

### **About the Livelihoods Program**

AIF's Livelihoods program envisions a world where poor and vulnerable communities have access to dignified work opportunities, empowering them with sustainable livelihoods. Since 2006, our Livelihoods program has, directly and indirectly, reached more than 1.2 million beneficiaries. To enable a razor-sharp focus on the country's livelihood issues, AIF has also initiated the Market Aligned Skills Foundation (MASF), a Section-8 company envisioned as a social start-up. Closely aligned to the Global Sustainable Development Goals, the program's 'Vision 2030' focuses on seven "Pathways to Impact" with the goal of creating two million livelihoods and overall reaching out to ten million lives.

### **Pathways to Impact**

1. **ABLE 2.0:** Create Career Pathways for Persons with Disabilities
2. **Entreperana:** Create Sustainable Income for Street Vendors
3. **Engage to Empower:** Create Aspirational Career Pathways for Youth and Women over 3.5 years
4. **Harit Jeevika:** Create Sustainable Green Livelihoods
5. **Aatmnirbhar:** Create Sustainable Rural Livelihoods for Migrant Families or Women
6. **Grameen Jobs:** Create remote/multi skills jobs for rural youth within their local areas
7. **Future Workspace:** Create Aspirational career pathways for Youth and Women

**Position purpose:** The MIS Executive will be responsible for maintaining the entire DATA of the project. Keep and maintain the record of meetings, trainings, attendance etc. Responsible for keeping a track of day-to-day expenses. Keep and maintain the minutes of the meetings and support in management of the COE.

**Key deliverables:**

1. Keeping record of training and updating the list of participants of any capacity building sessions/training
2. Inform project team for any scheduled meeting
3. Data Entry and Data Cleaning work for different surveys, study, training participants
4. Keeping list of participants of EDP training session, Digital Literacy Training, Financial Literacy. Training and any other capacity building session.
5. Support to project team to organize online/offline meeting.
6. Maintaining Office/CoE Stock Register, Attendance Register and other record required by project team
7. Any other task/responsibility assigned by the supervisor

**Key Skills and Competencies:**

1. Minimum Graduation, BCA degree would be preferred
2. Minimum of two (2) years' of working experience in MIS and Of
3. Working knowledge of MS Office
4. Should have working experience in Microsoft Excel
5. Previous experience of working in Social Sector would be preferred

**Other:** Monthly fees commensurate with experience.

**Position Availability:** Immediately

**Application Process:** To apply for this position, send your CV and covering letter describing how you meet the specifications for this role and what you bring to it by clicking [here](#)

Deadline for applications: **30<sup>th</sup> April, 2023**

Only applications of short-listed candidates will be acknowledged.