

American India Foundation (AIF)

MIS Associate (Technology)

Position – MIS Associate (Technology)

Location - Delhi/NCR

Position Type – Staff

Reporting to: LEI Manager

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 education, health, and livelihood interventions because poverty is multidimensional. AIF's unique value proposition is its broad engagement between communities, civil society, and expertise, building a lasting bridge between the United States and India. With offices in New York and California, twelve chapters across the U.S., and India operations headquartered in Delhi NCR, AIF has impacted 6.7 million lives across 26 states of India. Learn more at www.AIF.org

Key Responsibilities:

The individual will be responsible for assisting in the day-to-day designing & maintenance of various AIF projects on SMARTSHEET. It includes-

- Conversion of all Programs into Online Project Management Software (SMARTSHEET) and enabling real-time tracking of Monthly Deliverables, Weekly Timelines and Budgetary Expenditures.
- Provision / Deprovision Smart sheet and/or other tools for users in the application. Maintain the directory of admin, editors and other relevant roles who have edit access to the sheets.
- Engage with programs and functions to understand their program management needs; devise and integrate technology solutions in the existing tools.
- Provide support for the application to all users, including solution development, based on skill.
- Create, maintain, and own project schedules, risk logs, issue logs and actions associated with specified projects in MIS tools (SMARTSHEET and/or other tools).
- Review and validate dashboards/backend data sheets produced by other program admins to ensure uniformity and accuracy of information across the organization.
- Responsible for the overall management of project management systems and regular reporting of program data on SMARTSHEETs and/or other tools as per agreed timelines.
- Provide technical support to programs and functions on Project management through training, supportive learning, supervision and field visits as per requirement.

- Prepare and share analytical reports and dashboards based on the MIS data per the organization's requirements.
- Build processes and recommend best practices to ensure optimum utilization of the program management tools.
- Other duties as assigned

Key Skills and Competencies:

- Solid background in data management and advanced analysis in Excel.
- 2-3 years of demonstrated project management skills on tools Like ZIRA, SMARTSHEET Monday etc.
- Experience working with diverse programs and teams.
- Prior experience managing MIS and using visualization tools like Zoho, Google Studio, etc.
- Attention to detail and ability to work independently on multiple projects with minimal support.
- Excellent interpersonal skills and communication skills

Other: Salary commensurate with experience.

Position Requirement: Immediate.

To apply click - <https://forms.gle/vXshkNQHiH7vk4hCA>