

ADVERTISEMENT

Invites application from interested candidates for the following position under the Project Title:
"Sustainable improvement of psychosocial care for vulnerable children & adolescents through counseling services, capacity strengthening, and advocacy work." In Howrah

Position Details:

No	Position	No of Persons	Education	Experience	Nature of work	Key Responsibilities	Salary
1	Management Information System Officer (MIS)	1	Bachelor degree in any discipline, (with a good knowledge in Computer and English) Master degree is preferable.	Minimum 3years	Full Time	<ul style="list-style-type: none">• Maintain and manage program data systems, ensuring accuracy, confidentiality, and timely updates.• Compile, analyse, and generate regular reports to support program monitoring and evaluation.• Attend all relevant trainings, meetings, and workshops to capture key proceedings, decisions, and action points.• Support in designing and maintaining data collection tools and templates as per project needs.• Coordinate with program teams to ensure smooth data flow and timely submission of required information.• Assist in preparing documentation for audits, reviews, and Donor reporting	CTC 23842.49

Interested candidates may send their CV through e mail at shrabonipauljp@gmail.com
Within 22nd May, 2025. The shortlisted candidates will be called for interview at Jayaprakash Institute of Social Change (DD-18/4/1, Sector-I, Salt Lake City, Kol-700064, beside Tantuj Bhavan)