

## 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"> <li>• Maintain and manage program data systems, ensuring accuracy, confidentiality, and timely updates.</li> <li>• Compile, analyse, and generate regular reports to support program monitoring and evaluation.</li> <li>• Attend all relevant trainings, meetings, and workshops to capture key proceedings, decisions, and action points.</li> <li>• Support in designing and maintaining data collection tools and templates as per project needs.</li> <li>• Coordinate with program teams to ensure smooth data flow and timely submission of required information.</li> <li>• Assist in preparing documentation for audits, reviews, and Donor reporting</li> </ul>	CTC 23842.49

Interested candidates may send their CV through e mail at [shrabonipauljp@gmail.com](mailto:shrabonipauljp@gmail.com)

Within 22<sup>nd</sup> 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)