

## Job Description

<b>Job Title</b>	<b>: MIS &amp; Documentation officer</b>
<b>No. of Vacancies</b>	<b>: 01</b>
<b>Location</b>	<b>: Gumla (Jharkhand)</b>
<b>Full/Part time</b>	<b>: Full-Time</b>
<b>Duration</b>	<b>: One year (renewable)</b>
<b>Remuneration</b>	<b>: Rs. 40,000 – Rs. 50,000/- per month</b> (including all deductions and perquisites)

### **About Organisation:**

EKJUT is a non-profit voluntary organization of India. Its partnering communities are the indigenous people, people living in the underserved districts and the urban homeless. Ekjut works on the theme of Survive, Blossom, Thrive and Transform. For more details about the organisation, please visit the website <http://www.ekjutindia.org>.

### **About the Position:**

The MIS and Documentation Officer will ensure systematic data collection, documentation, and reporting of project activities, including training programs, learnings, and outcomes.

### **Job Responsibilities:**

- Organize and facilitate documentation of training programs and field activities.
- Develop tools and templates for systematic data collection and reporting.
- Monitor quality and effectiveness of trainings through assessments and reporting.
- Collaborate with the program team to create training manuals, resource materials, and audiovisual content.
- Maintain updated and accurate databases, and prepare regular reports as required by the project.
- Support learning documentation through case studies, success stories, and field insights.
- Any other responsibilities given by the organization for program and organizational development.

### **Required Competencies:**

#### **Educational Qualifications:**

- Bachelor/Master's degree in Social Sciences, Mass Communication, Public Health, or related field.

#### **Work Experience:**

- Should have 2-4 years of experience in documentation, reporting, and MIS, preferably in development or health programs.

#### **Skills:**

- Strong writing, editing, and data management skills.
- Proficiency in MS Office (Excel, Word, PowerPoint) and documentation software.
- Attention to detail and strong organizational skills.

#### **Other:**

- Qualified applicants who are women, and/or belonging to minority populations are encouraged to apply.
- Applications are received on rolling basis until fulfilled. Only shortlisted applicants will receive a response from Ekjut HR (Human Resources).
- Should have a 2-wheeler with insurance and driving license.

Interested candidates can submit their application with a covering note and Google Sheet, mentioning the position s/he is applying for in the subject line on email: [ekjuthr@gmail.com](mailto:ekjuthr@gmail.com) till 31<sup>st</sup> May, 2025.