

Indian Grameen Services

Position: MIS Officer

Location: Nandurbar, Navi Mumbai – Maharashtra

Experience: 2+ Yrs

CTC: As per Market standards

Indian Grameen Services (IGS) is registered as a not-for-profit company under Section 25 (now Section 8) of the Companies Act, 1956. It was set up in 1987 to promote livelihood opportunities in rural and forest areas to extend support services necessary for promoting livelihood opportunities in rural areas. IGS envisions an equitable world where the poor and marginalized in rural and urban areas, have access to livelihood opportunities on a sustainable basis, are prosperous and happy. Thus, IGS describes its Vision as *Kaayam Rojgar, Khushhaal Pariwar*, i.e., Sustainable Livelihoods, Prosperous Households. IGS operates with the Mission of Incubating Innovations for Pro poor Sustainable Livelihoods.

Please log on to www.igsindia.org.in for further information.

Key Responsibilities:

- Prepare and manage **Monthly Progress Reports (MPR)** and ensure timely submission of all project MIS reports.
- Oversee **real-time data collection, validation, and reporting** across program districts.
- Build the **capacity of field teams and community institutions** on data collection tools, reporting formats, participatory monitoring, and impact measurement techniques.
- Coordinate with **partner organizations and evaluation partners** to ensure effective use of MIS data and provide required data support.
- Develop **learning briefs, presentations, and review documents** to support program monitoring and improve implementation.
- Participate in **review meetings, technical consultations, and internal program discussions**.
- Maintain **project documentation, record keeping, and office management systems**.
- Prepare and maintain **financial worksheets, target vs. achievement reports, program expense sheets, and travel summaries**.
- Support **procurement processes**, including collecting quotations and preparing comparative statements as required.
- Compile and present **monthly program highlights and field insights** from the team during review meetings.
- Conduct **periodic visits to project offices and field locations** for monitoring and coordination.
- Provide **support in project accounting, MIS management, and other program operations** as required.
- Assist in **planning activities for the upcoming month**, including recommendations based on field learnings and program performance.

Requirements:

- Must be a Graduate and Minimum 2+yrs experience in MIS reporting
- Proficiency in MS Word, MS Excel, and PowerPoint, Monitoring and Evaluation
- Excellent written and verbal communication, Reports and Documentation

Interested candidates can share cv to igsplacements@igsindia.org.in / bmounika@igsindia.org.in by mentioning subject line as MIS Officer by 15th March 2026.