Job Title: MIS Executive
Location: Palghar (Maharashtra) & Alwar (Rajasthan)
Department: MIS / Monitoring & Evaluation
Reports To: District Manager
Employment Type: Full-time
Job Summary:

The **MIS (Management Information System) Executive** is responsible for managing, analyzing, and maintaining data at district level to support mobile medical vans operations and support program level decision-making. They will ensure accurate reporting, system efficiency, and data security while collaborating with various departments to improve data-driven processes.

Key Responsibilities:

1. **Data Management & Reporting**
   - Collect, clean, and analyze data to generate reports and presentations for the district team.
   - Create and maintain dashboards using Excel, Power BI, or other tools.
   - Generate daily, monthly, and quarterly reports to track MMV performance in the district. Ensure data accuracy, completeness, and timeliness.
   - Maintain and update organization databases and software systems.
   - Troubleshoot and resolve MIS-related issues.
   - Ensure data security and system integrity by managing access control and backups.
2. **Research and Documentation Support**
   - Collaborating with the research team at HO, managing data from field surveys
   - Maintaining and preparing databases to meet the needs of ongoing and future projects, ensuring data accuracy, and data quality
   - Offer ongoing technical support for staff to ensure smooth operation and adherence to research protocols
   - Conducting periodic data audits and monitoring field data collections as needed.
3. **Process Improvement & Automation**
   - Implement and maintain new reporting tools and strategies.
   - Support digital transformation initiatives by integrating HMIS with other applications.
4. **Training Coordination & Support**
   - Work closely with different departments to understand data needs.
   - Provide technical support for data-related queries and system usage.
   - Train employees on HMIS tools and reporting techniques.

Key Skills & Qualifications:
Educational Background:
   - Bachelor's degree in a relevant field (e.g., Information Technology, Public Health, Statistics).
   - Experience in MS Excel, Word and Power Point Presentation is preferred.
   - Proficiency in HMIS software, databases, and data analysis tools.

Technical Skills:

- **Data Analysis & Reporting:** Advanced Excel (VLOOKUP, Pivot Tables, etc.), Power BI, Google Sheets, Microsoft Forms, OneDrive, SharePoint etc.
- **Database Management:** Survey management tools, SurveyCTO / Kobotoolbox etc. experience is preferred.
- **EMR Knowledge:** Experience in Electronic Medical Record system would be an added advantage.

Soft Skills:

- Strong analytical and problem-solving skills.
- Excellent communication and teamwork abilities.
- Attention to detail and ability to work under pressure.
- Knowledge of relevant health programs and policies.

Proficiency in Hindi for Rajasthan and Marathi for Maharashtra locations is desired.

Interested candidate please share your cv at:

contact@pmspl.net.in