

**Bharat Rural Livelihoods Foundation (BRLF)
Vacancy for Intern-MIS (Paid)**

Title: Intern-MIS

Reports To: Senior Programme Executive- MIS

About the Organization

The Ministry of Rural Development (MoRD) set up Bharat Rural Livelihoods Foundation (BRLF) as an independent organization under the Societies Registration Act to facilitate civil society actions in partnership with the State and Central Government, to transform livelihoods and lives of rural households, with an emphasis on women, particularly in the Central Indian Tribal Region.

BRLF is a unique and first-of-its-kind initiative. The Foundation is a partnership between Government on the one hand and private sector philanthropies, and public and private sector undertakings (under Corporate Social Responsibility) on the other. Major functions of BRLF are a) Fostering strategic partnerships with the state governments for improving program outcomes, b) Providing financial grants to Civil Society Organizations (CSOs) to meet their human resource and institutional costs for scaling up proven interventions, c) Investing in institutional strengthening of smaller CSOs, d) Capacity building of professionals working at the grassroots, and e) To create a knowledge Hub for the sector. **For more details, visit www.brlf.in.**

Role Description: Under the direct supervision of SPE-MIS, the Intern-MIS will be responsible for coordinating with the partner CSOs and maintaining a robust Management Information System (MIS) for BRLF. He/she must work in close coordination with the project partners, field staff and software developers.

Key Responsibilities

- Provide support to SPE- MIS on overall management and operation of MIS at BRLF
- Coordinating with partner CSOs to ensure timely reporting of the project progress.
- Provide day to day technical support to the partner organizations and help them in troubleshooting the issues.
- Build capacities of MIS coordinators or project staff for effectively compiling and monitoring of the data reported by the partners.
- Assist in consolidating data at organization's level.

Qualifications and Experience

- Graduate in any subject. Candidates pursuing their graduation are also encouraged to apply.

Competencies

- Competency in MS Excel and MS Word.
- Ability to work in teams.
- Must be good at coordinating and collaborating with CSO partners and within team
- Quick learner and detail oriented
- Result oriented and taking ownership of tasks and outputs
- Must be conversant in Hindi & English

Remuneration Offered: Remuneration for the role is INR 15000/- per month (fixed). The internship period is 3-6 months.

Location: The position will be based in New Delhi and it is a work from office role.

Application Process: Eligible candidates interested in this role are requested to share their updated resume on diksha@brlf.in by or before 2nd January 2024. Only shortlisted candidates will be contacted.

BRLF is an equal opportunity organization without discrimination by virtue of religious belief, social class, caste, special ability, or gender.