



POPULATION SERVICES INTERNATIONAL, INDIA

JOB DESCRIPTION

TITLE: Assistant Manager (MIS cum Documentation)

NUMBER OF POSITIONS: 1 (One)

LOCATION: Delhi NCR

DEPARTMENT: Programs

REPORTS TO: Senior Manager - Program Implementation (Project Lead)

SUPERVISES: None

GRADE LEVEL/SALARY BAND: E

POSITION CATEGORY: Program Support & Management

LINK TO APPLY: <https://forms.gle/7boeHoRda4bBw1SL9>

Population Services International (PSI) India is a non-profit, non-governmental organization dedicated to ensuring accessible and affordable healthcare for vulnerable populations in India, thereby improving their quality of life and well-being. Established in 1980 under the India Societies Act of 1860, PSI India began implementing full-scale activities in 1988. Over the past thirty-seven years, PSI India has demonstrated unwavering dedication and strong expertise in program implementation, planning and policy, research and evaluation, social behaviour change communication, and strategies for building habitable, sustainable, and healthy cities. PSI India has positively impacted the lives of millions across various states through its diverse programs. Its technical and operational capabilities have engaged government bodies, international and national philanthropic agencies, and private entities to address a wide range of health issues, including reproductive health, maternal health, child health, non-communicable diseases, communicable diseases, HIV/AIDS, and nutrition. For more information, please visit www.psi.org.in.

POSITION PURPOSE:

The MIS cum Documentation Manager will oversee all data management, reporting, and documentation for the program. This role ensures timely and accurate collection, consolidation, and validation of data from MMUs, volunteers, and block teams. The manager will maintain dashboards, generate progress reports, and support informed decision-making through high-quality data analysis. Additionally, they will document human centric stories, field evidence, and reports required for internal and donor communication.

A. DUTIES AND RESPONSIBILITIES:

- Collect, compile, and validate data from MMUs, health camps, and outreach teams.
- Maintain MIS systems, trackers, and dashboards with accurate and up-to-date information.
- Conduct routine data quality checks and guide field teams on corrective actions.
- Prepare monthly progress reports, KPI dashboards, and donor-required formats.
- Document case studies, field stories, high quality photos, and qualitative evidence.
- Track referrals, follow-ups, and linkages using standard tools and formats.
- Train program teams on reporting tools and basic digital data entry.
- Coordinate with program management for audits, reviews, and final reporting needs.



B. QUALIFICATION AND EXPERIENCE:

- Post Graduate with 3-5 years of experience in maintaining and managing management information systems in development sector.
- Candidates with exposure in Health sector (Private and Public) particularly in family planning and maternal Health will be preferred.
- Should have experience in database management systems and handling large data.
- Knowledge of data analysis tools like SPSS, Epi-info, STATA will be an added advantage.

C. SKILLS:

- Eagerness to learn.
- Leadership ability, including the capacity to set and manage accountability of self and others.
- Ability to communicate clearly and concisely, orally and in writing in English and Hindi and to make effective presentations to the communication team.
- Computer skills with proficiency in Excel, Words, PPT etc.
- Ability and willingness to travel extensively in rural/urban areas.

D. COMPETENCIES:

- **Drive Change and Innovation:** act with urgency for continuous improvement and with a bias towards action; promote development of breakthrough solutions; embrace and advocate innovations that improve results; aggressively promotes the need for breakthrough improvements
- **Develop Others:** give people challenging assignments to develop their capabilities; provide timely coaching, instruction and feedback, create an environment where failure is seen as an opportunity to learn; Coaches others and helps them develop their knowledge and skills; Give people authority to make decisions
- **Act with Long Term Perspective:** Take actions today to build a strong foundation for future success; identify and take advantage of emerging opportunities; keep PSI India's long-term goals in mind when addressing short-term issues and problems. Identifies and acts to create organizational capability needed to meet future organizational goals
- **Manage Complexity:** clarify issues in complex or ambiguous situations; balance competing priorities or goals; manage effectively in matrix organization; make timely decisions using available facts in ambiguous situations; make sense of inconsistent data; Keeps focused on key objectives and results when addressing the details of a situation
- **Influence Decisions & Actions:** build support for recommendations and decisions; find common ground and mutual benefits to gain agreement and commitment; show enthusiasm, excitement and passion for goals. identifies and communicates benefits to get agreement.

PSI India is an Equal Opportunity Employer and encourages applications from qualified individuals regardless of race, religion, national origin, sexual orientation or disability.