

POPULATION SERVICES INTERNATIONAL, INDIA

JOB DESCRIPTION

TITLE: Officer - MIS & Documentation

NUMBER OF POSITIONS: 1 (One)

LOCATION: Lucknow-Uttar Pradesh

DEPARTMENT: Programs

REPORTS TO: Senior Manager - Program Implementation

SUPERVISES: None

GRADE LEVEL: F (Officer)

CATEGORY: Program Support & Management

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 .

A. POSITION PURPOSE:

The Officer - MIS and Documentation will be responsible for documenting project activities undertaken at national, state, and city levels. The role involves capturing best practices and lessons learned to address the learning agenda. S/he will work closely with the project and city leads to develop knowledge products tailored to different audiences and plan dissemination activities. Additionally, the individual will ensure the timely and accurate input of all Management Information System (MIS) data and the generation of relevant analytical reports for internal and external audiences, as required.

B. DUTIES AND RESPONSIBILITIES:

Documentation-Related:

- Develop Daily, weekly, monthly, quarterly, annual, and other reports for government, donor, and internal use.
- Prepare context analyses and write-ups for various reports and proposals.
- Support the creation and packaging of knowledge products for a broader range of audiences.
- Contribute to the development of fact sheets, newsletters, and web content for project and program advocacy.

- Respond to ad hoc requests for articles, short summaries of achievements, and PowerPoint presentations.
- Compile important documents/letters and create comprehensive compendiums.
- Support the development and implementation of qualitative research.

MIS-Related:

- Create and maintain PMIS, plan timelines, and manage data flow and rollout.
- Maintain HMIS data and provide district-wise analysis to project and city leads.
- Maintain a database of Potential outbreak sites of Dengue and Malaria, High risk areas, suspected client list, through daily report punching and keep a track of the clients
- Ensure smooth operations of MIS by timely completion of data entry for assigned districts in the database management system.
- Validate data entered into the database regularly and incorporate corrective measures for any errors identified.
- Provide feedback on MIS data quality to field staff and share findings with the State and City Implementation Leads.
- Prepare and share MIS reports with field staff and the state team.
- Coordinate with the Program Support Team at the state and head office for developing and implementing any required information systems.
- Provide necessary MIS support to field staff.
- Generate and share monthly, quarterly, and annual data reports with the team.
- Ensure adherence to reporting systems, meeting deadlines for MIS reports, and sharing them with the Project and City Leads.
- Coordinate with field teams for the smooth functioning of information systems.
- Provide regular training and handholding support to field teams as needed.
- Support the development and implementation of qualitative research.
- Perform other duties as assigned by the supervisor.

C. QUALIFICATION AND EXPERIENCE:

- Postgraduate in social sciences or related fields with a minimum of 1- 3 years of relevant experience.
- Experience in documentation, database management systems, and handling large data sets.
- Knowledge of data analysis tools such as SPSS, Epi-info, or STATA will be an added advantage.
- Exposure to health sectors, including private and public domains, particularly in Dengue & Malaria control /Communicable diseases, is preferred.

D. SKILLS:

- A strong desire to contribute to public health improvement in India.
- Excellent planning and organizational skills.
- Understanding of public and private health systems in India.
- Proficiency in English and Hindi (verbal and written communication).
- Advanced computer skills, including web research.
- Integrity, maturity, and professionalism.

- Strong presentation, organization, and coordination skills.
- Conceptualization and analytical abilities with the capacity to synthesize complex material.
- Ability to work independently, multitask, meet deadlines, and demonstrate innovation.
- Proficiency in MS Word, Excel, PowerPoint, and a quick grasp of new technologies.

E. COMPETENCIES:

1. **Results Focused:** Shift focus from analysis to action; demonstrate persistence to overcome obstacles; take immediate action to solve problems; ensure follow-through.
2. **Customer Service Orientation:** See PSI from the client's perspective; prioritize client needs when making decisions; consider current and future stakeholders.
3. **Drive Change and Innovation:** Act with urgency for continuous improvement; advocate for innovative solutions that enhance results.
4. **Communicate and Share Information:** Ensure timely, clear, and concise communication; keep stakeholders informed about changes, key events, and decisions.
5. **Understand Donor and Development Perspective:** View PSI through the donor's perspective; invest time in understanding donor priorities, procedures, and systems.

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