



POPULATION SERVICES INTERNATIONAL, INDIA JOB DESCRIPTION

TITLE: Assistant Manager - MIS & Documentation

NUMBER OF POSITIONS: 1 (One)

LOCATION: Bavla, Ahmedabad District, Gujarat

DEPARTMENT: Programs

REPORTS TO: Manager - Program Implementation

SUPERVISES: None

GRADE LEVEL: E (Assistant Manager)

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 Assistant Manager - 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 monthly, quarterly, and annual project reports for donor, government, and internal use.
- Prepare analytical summaries, case studies, and success stories on telemedicine, digital health adoption, and community uptake.
- Support preparation of concept notes, presentations, and write-ups for reviews and dissemination meetings.

- Meet government stakeholders at district level to update key insights, success stories, learnings and support required for data updation.
- Contribute to development of knowledge products, fact sheets, newsletters, and IEC content related to digital health.
- Compile and archive key program documents, reports, and communication materials.
- Respond to ad hoc requests for briefs, presentations, and achievement summaries.
- Document best practices, innovations, and lessons learned for scale-up and advocacy.

MIS-Related:

- Create and maintain project MIS/PMIS systems and ensure smooth data flow from facilities and field teams.
- Track teleconsultation data, ABHA ID generation, NCD screenings, and service utilization indicators.
- Maintain and update facility-wise and district-wise databases related to HWCs, hubs, doctors, and frontline workers.
- Ensure timely and accurate data entry and reporting from all intervention facilities.
- Validate data regularly, identify discrepancies, and initiate corrective actions.
- Conduct routine data quality checks and share feedback with field teams and project leadership.
- Generate and share monthly, quarterly, and annual data dashboards and reports.
- Coordinate with state and HO teams for MIS alignment and system strengthening.
- Provide MIS-related support and troubleshooting to field staff.
- Support digital tracking of teleconsultation performance and service coverage.
- Provide periodic training and handholding to staff on data entry and reporting formats.
- Ensure adherence to reporting timelines and data protocols.
- Support data needs for monitoring, evaluation, and learning activities.
- Perform any other tasks assigned by the supervisor.

C. QUALIFICATION AND EXPERIENCE:

- Postgraduate in social sciences or related fields with a minimum of 3-5 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 child health and nutrition, 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, Hindi & Gujarati (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.