

## Job Description

<b>Position</b>	MIS officer (Full time)
<b>Project</b>	Gender Nutrition: Equal access to sufficient and healthy food strengthens the food security of women and young children.
<b>Location</b>	Ambikapur, Chhattisgarh
<b>No. of Position</b>	01
<b>About the Organisation</b>	<p>Public Health Resource Network is a growing network of individuals and organizations with the perspective of strengthening technical and management capacities to take action towards the common goal of 'Health for All'. Its main objective is to contribute and strengthen all efforts directed towards the goal of 'Health for All' through promotion of public health, social justice and human rights related to the provision and distribution of health services, especially for those who are generally left underserved. PHRN is currently working in the states of the states of Chhattisgarh, Jharkhand and Odisha and has contributed to the on-going work of strengthening public health systems in other states through its partnerships with other institutions.</p> <p>Whereas PHRN is a voluntary network of many hundred concerned public health practitioners who are willing to intervene towards 'Health for All' by creating capacities and engaging with the public health system, Public Health Resource Society (PHRS) is the core group that has initiated the network. PHRS is a national level organization that is registered in Delhi under Societies Registration Act 1860 (Act XXI). It comprises of a small group of members and full timers that provides leadership to the network as well as functions as its secretariat.</p> <p>For more details visit: <a href="http://www.phrsindia.org">www.phrsindia.org</a></p>
<b>About the project</b>	<p>The project entitled "Gender Nutrition: Equal access to sufficient and healthy food strengthens the food security of women and young children" will be implemented in Ambikapur district of Chhattisgarh. The project will contribute to minimizing hunger, acute malnutrition and increased self-reliance in food and nutrition among marginalized communities, especially women and children in the north Chhattisgarh, India</p> <p>Specific objectives are:</p> <ul style="list-style-type: none"> <li>- To increase gender equality and decision making in fair food distribution by women and girls in the 100 villages</li> <li>- To ensure food and nutritional security and dietary diversity for children, adolescent girls and women</li> <li>- To improve quality and access to public services on general women and child health and nutrition.</li> <li>- Promote model of nutrition and health care in community setting for addressing malnutrition and gender rights.</li> </ul>
<b>Job Description</b>	<p>Overall, the person would be responsible for providing support to programmes related to creches. The MIS person will report to the Project Coordinator.</p> <p>Roles and responsibilities are as follows:</p>

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	<ul style="list-style-type: none"> <li>- Developing MIS for the project and managing data on a regular basis</li> <li>- Data Cleaning</li> <li>- Frequent field visit to intervention site</li> <li>- Quality Check of the data collection at the field level</li> <li>- Providing handholding support to block and district teams with regards to MIS activities</li> <li>- Data analysis, develop reports and presentation</li> <li>- Support in documentation</li> <li>- Providing required support to national office for advance level data analysis</li> <li>- Provide supportive supervision at the field level</li> <li>- Generation of internal reports</li> <li>- Capacity building of the field teams</li> <li>- Any other task assigned by the Project Coordinator and the Executive Director.</li> </ul>
<b>Report to</b>	Project Coordinator
<b>Qualifications, desired skills and requirements</b>	<ul style="list-style-type: none"> <li>- Master's degree from a recognized institution</li> <li>- Minimum 2 years' experience in data handling in the field of health and/or nutrition</li> <li>- Must have advanced data analysis ability using any of the data analysis applications</li> <li>- Excellent verbal and written communication in English and Hindi.</li> <li>- Ability to travel to project areas</li> </ul>
<b>Remuneration</b>	- Rs. 3,60,000 per annum
<b>Duration</b>	- Till September 2026
<b>How to apply</b>	Interested candidate must send their resume along with a cover letter to <a href="mailto:delhi@phrnindia.org">delhi@phrnindia.org</a> with subject line- Application for the post of MIS Officer- Ambikapur Chhattisgarh
<b>Last date of application</b>	25 <sup>th</sup> May 2025
Sexual Exploitation and Abuse (SEA) are unacceptable behaviors and prohibited conduct for all humanitarian workers, including PHRS employees and related personnel. PHRS has a policy of zero tolerance towards SEA. All candidates will mandatorily undergo a reference check that includes questions about SEA.	