



PHRN

### Job Description- MIS officer

<b>Position</b>	<b>MIS officer (Full time)</b>
<b>Project</b>	Rural Crèche Initiative (RCI)
<b>Location</b>	Basia block of Gumla District, Jharkhand
<b>No. of Position</b>	01
<b>About the Organisation</b>	<p>Public Health Resource Society is a national level resource organization currently working directly in the states of Jharkhand, Chhattisgarh, Odisha, and Delhi and committed to the mission of building capacities for public health action towards 'Health for All'. Using a rights-based approach, it has contributed to the ongoing work of strengthening public health systems in these and other states through its partnerships with institutions. Our areas of work involve women and child health and nutrition, tribal health, and health systems strengthening. Our core strategies include model demonstration, community-based research, and program implementation along with advocacy. The organisation maintains a specific focus on working with vulnerable and marginalized communities using participatory principles.</p> <p>For more details visit: <a href="https://phrsindia.org/">https://phrsindia.org/</a></p>
<b>About the project</b>	<p>Rural Crèche Initiative (RCI) is supported by Azim Premji Foundation for children under 3 years, in order to improve their access to proper nutrition, health and early childhood development interventions. The project aims to improve the nutritional status and early childhood development of children aged between 6 months to 3 years. The overall objectives of the crèche Initiative are to reduce malnutrition among under three children, with specific objectives as follows:</p> <ul style="list-style-type: none"> <li>• To enable access to crèches by all children between 6 months to 3 years in a selected geography.</li> <li>• To ensure supplementary feeding, early childhood development, and facilitation of access to government entitlements.</li> <li>• To identify growth faltering, underweight, and wasted children refer them to a health facility and follow up.</li> </ul>
<b>Roles and responsibilities</b>	<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 supervisor</li> </ul>
<b>Report to</b>	Programme Manager
<b>Qualifications, desired skills and</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> </ul>



requirements	<ul style="list-style-type: none"><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>
Duration	The contract will be issued initially for one year subject to renewal based on the performance and need of the project
How to apply	Interested candidate must send their resume along with a cover letter to <a href="mailto:jharkhand@phrnindia.org">jharkhand@phrnindia.org</a> with subject line- Application for the post of MIS Officer - Gumla, Jharkhand
Last date of application	22 <sup>nd</sup> February 2026

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.