

BIHAR VIKAS MISSION

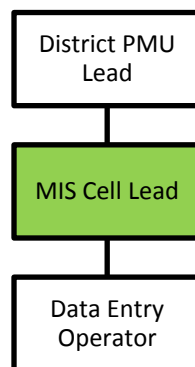
Job Description



1. General Information

Position Title:	MIS Cell Lead
Reports to:	District PMU Lead
Department:	Bihar Vikas Mission
Job Code:	

2. Organization Chart



3. Key Accountabilities

MIS System Development and Control

- Provide inputs to Nodal Data Analytics Centre for development of MIS system user manuals and facilitate training for the Department employees as required, so that the concerned employees have the required user capability to enable delivery of Department objectives
- Monitor user access to the MIS system to ensure that the data is accessed by authorized users
- Manage the deployment of end user reporting tools within own Department to ensure convenience of data entry and reader usability

Data Entry and Collection

- Supervise and provide required support to Data Entry team to ensure accuracy in data capture and mining
- Ensure consistency in data entry and use of defined formats and templates by own team for the same
- Provide inputs for development of data collection methods and templates to Nodal Data Analytics Centre and other concerned parties, as required
- Seek guidance and assistance of Nodal Data Analytics Centre for carrying out the data entry and reporting activities as required

Analysis

- Resolve any issues / escalations as required, to ensure timely and effective reporting of progress of relevant schemes and initiatives and facilitate management decision-making
- Consolidate and report data with respect to all schemes and programs under BVM being implemented in District to relevant senior District officials (District Magistrate, District Collector etc.)
- Coordinate with own team to consolidate data for overall District performance and performance on

BIHAR VIKAS MISSION

Job Description



specific schemes and programs and suggest next steps / corrective actions as required

- Participate in review meetings with relevant District and BVM officials and provide and interpret results and insights, as required

MIS Reporting

- Supervise the preparation of timely and accurate departmental MIS statements and reports to meet Department requirements ensuring compliance with relevant policies and standards
- Coordinate the preparation of customized and ad hoc MIS reports and packs (financial and non-financial, including program reporting) to ensure that senior officials in Department have the relevant information needed to track performance and support decision making

Team Management

- Supervise the activities and work of subordinates to ensure that all work within own area is carried out in an efficient manner which is consistent with the defined policies and procedures
- Provide on-the-job training and constructive feedback to subordinates to support their overall development

Continuous Improvement

- Identify opportunities for continuous improvement of systems, processes and practices taking into account best practices, in order to facilitate cost optimization and productivity improvement
- Participate in projects to enhance existing MIS reporting systems to ensure the organization's MIS systems are trustworthy source of relevant and timely data

Policies, Systems, Processes & Procedures

- Recommend improvements to functional procedures and direct the implementation of instructions and controls within own area so that all activities are conducted in compliance with risk, audit, and regulatory requirements while delivering a quality, cost-effective service

Related Assignments

- Perform other related duties or assignments as directed

4. Qualifications and Experience

Essential

- Bachelor's degree or higher (full time) in Statistics / Mathematics / Engineering / Science / Computer Application
- Minimum 2 year of post-qualification experience

Preferred

- Less than 40 years of age as on 1st January 2018
- Experience in MIS monitoring and data / business analysis
- Experience of working with state / central government / bilateral / multilateral organizations (e.g. World bank, DFID, UNDP, ADB) / reputed private organization / multinational corporation on MIS and data analysis projects
- Bachelor's degree or higher (full time) in Statistics / Mathematics / Engineering / Science / Computer Application from any of the institutes as published under the National Institutional Ranking Framework issued by MHRD and / or QS World University Rankings, as updated from time to time

Age limit for SC / ST (Male/Female) domicile / resident of Bihar – 45 years

Age limit for BC / EBC (Male/Female) domicile / resident of Bihar – 43 years

Age limit for General (Female) domicile / resident of Bihar – 43 years

* NIRF discipline wise rankings will be considered wherever available (like engineering, management

BIHAR VIKAS MISSION

Job Description



and pharmacy in current rankings); for degrees not covered by the NIRF discipline rankings, NIRF Colleges or Universities or Overall Rankings will be considered

5. Knowledge and Other Skills

- Strong leadership and interpersonal skills
- Excellent knowledge of best practice and latest MIS systems, tools and dashboards
- Strong analytical skills
- Familiarity with mobile and web ERP platforms
- Ability to clearly, concisely and accurately report on project / program progress and outcomes to relevant stakeholders

6. Competencies		Basic	Proficient	Expert
i.	Strategic/Innovative Thinking		✓	
ii.	People First		✓	
iii.	Consultation and Consensus Building		✓	
iv.	Initiative & Drive		✓	
v.	Problem Solving		✓	

Basic	Proficient	Expert
<i>Aware of principles and their application</i>	<i>Sufficiently competent to work alone</i>	<i>Competent to support and advise others</i>