



SOCIETY FOR CLIMATE RESILIENT AGRICULTURE IN MIZORAM (SCRAM)



ToR of the Staff of Project Management Unit (PMU)

Deputy Manager – MIS and Systems Analyst

Salary per month- Rs.55000/-

Qualification:

- Graduate Degree in Computer Science /MCA/ B.Tech or equivalent qualification

Experience:

- 3-5 years of experience in developing MIS Software/ Websites and experience setting up and maintaining management information systems in rural development projects.

Location of Job: SCRAM- PMU, Mizoram

Reporting Line: State Project Director (SPD) of FOCUS, SCRAM

Job Description:

- Ensuring that field data is gathered and registered and also ensuring that quality of data entered for initial statistical analysis.
- Collecting data from DMUs on a monthly basis and entering data and prepare analytical tables for data interpretation by the Planning and M&E Manager.
- Revising the information needs of all key stakeholders that need to be integrated into the local database in consultation with the Manager – Planning and M&E in the PMU.
- Refining, if necessary, the methods for regular information collection and for special studies arising from project needs in consultation with Manager – Planning and M&E and M&E officers in the Districts.
- Defining the principal automated outputs that the system should provide, based on IFAD, GoN/GoM, and GoI requirements.
- Assisting the agency engaged by FAO in developing MIS including the choice of software according to database requirements, degree of user-friendliness, possibilities of updating the database and the technical facilities available in the field.
- Maintaining Local Area Network (LAN) so that every user in FOCUS can share network resources and use it without any difficulty (internet, printer sharing of files etc.).
- Providing technical advice as regards procurement of hardware, software, network related products and maintenance.
- Developing website and hosting and updating the same on regular basis to facilitate PMU and DMU, IFAD, other central Government to access project updates.
- Monitoring MIS software and checking the data coming from the District offices is complete in every manner.
- Training and support of hardware and software as and when required at SCRAM
- Any other task assigned by the SPD

[illegible]

12. Experience details (Attach self attested photocopy of all the certificates) :

Sl. No.	Name & Address of Employer	Post & Nature of duties	Period of Service (Mention with Date, Month, Year)		Total period of service (Years, Months and Days)
			From	To	

13. Other information (if any) :

14. List of attachments (please specify) :

1.	2.
3.	4.
5.	6.
7.	8.
9.	10.

I, _____ hereby declare that the informations mentioned above are true to the best of my knowledge. I also fully understand that if at any stage, any attempt to willfully conceal or misrepresentation of facts on my part is found, my candidature will liable to be summarily rejected or my employment may be cancelled.

Place :

Signature of Candidate

Date :