

# sahjeevan

Regd. Society no.Guj/245/Kutch  
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## Documentation and MIS Officer

### About Sahjeevan

Sahjeevan has inspired and supported marginalized communities to revive their traditional ecological knowledge systems, engage with relevant technologies and scientific methods to conserve their ecological resources and strengthen their livelihoods for 25 years. Based in Kachchh, the organization has influenced local governance institutions, communities, and the region to conserve biodiversity, regenerate traditional water systems based on local geo-hydrological solutions, revitalize pastoralism, promote indigenous livestock breeding practices, and strengthen resilience through rain-fed agriculture.

**Overall Job Purpose:** Help organisation to prepare and submit programme reports as per the reporting requirements of the donors; to prepare and publish different programme documentation as per the needs of Programmes. Help organisation with Management Information System in order to ensure efficient programme management aspects.

**Based in Bhuj** (Kutch District, Gujarat), the Documentation and MIS Officer will report to the Executive Director - Sahjeevan. The candidate would be required to travel within and occasionally outside Gujarat based on the need to document the work effectively.

### Key Responsibilities:

1. Setting up the Organizational MIS system and produce quarterly, half-yearly, and annual reports;
2. Develop case studies, review notes, and process documents to add to the reports on a regular basis;
3. Develop and monitor donor compliance calendar and ensure timely submission of reports to the respective donor agencies;
4. Capacity building and developing a culture of documentation within the organization.
5. Create a platform of sharing, facilitate discussion to bring out field experiences, case studies and points of documentation that feeds into the respective reports;
6. Ensure necessary Monitoring & Evaluation systems and tools that helps evaluate, realign strategies, and inform teams for efficient planning and .
7. Develop a coordinated data management system/structure to facilitate timely information updates, templates, dashboards, data quality assurance, beneficiary tracking, etc.
8. Maintain a comprehensive schedule of reports, and reporting templates for programs in order to oversee program implementation.

9. Contribute to the knowledge management repository with best practices in M&E and ICT and ensure that it is accessible to all staff and partners.
10. Provide mentorship to the field team and engage them for better reporting and narratives from the ground.
11. Sit with the research/study/assessment teams and extend support in documentation and report preparation for publications.
12. Identify, create and maintain social media platform and website.

### **Key Qualifications and Experience**

- Postgraduate degree in development studies/ research methods/ statistics/ economics/social sciences or other relevant fields required.
- 3-5 years of active documentation & MIS work experience in the development sector (particularly natural resource management, conservation, and livelihoods of pastoralists)
- Excellent decision-making abilities
- Ability to oversee multiple projects/programs at once
- Proficiency in speaking with persons from the community, ground team, managerial roles etc.
- Time-management abilities
- Diagnostic abilities and attention to detail
- Demonstrated understanding of statistics and ability to summarize and analyze multiple data sets with experience in qualitative and quantitative data analysis.
- Excellent research methods for an interdisciplinary approach
- Should be able to connect quantitative data to qualitative work and impact
- Should be able to travel to the field and work closely with the organization team and their stakeholders
- **Excellent writing skills in English and reading skills in Gujarati**

**Compensation:** Suitable candidates will be offered compensation depending upon the applicant's qualifications and experience and will be in line with industry standards.

**To Apply:** For immediate consideration, candidates should submit a cover letter and resume, including contacts of reference, on Google Form <https://forms.gle/9jJZF6C9rBju9vs37>

Suggested Start Date – As soon as possible; Sahjeevan is an equal opportunity employer.