

# Terms of Reference for the Position of 'MIS Assistant – Axshya Plus', GLRA India

## Specific Responsibilities:

- Obtaining the list of Index TB patients from the Team Lead and scheduling the home visit of the LTBI coordinators after contacting the patient.
- Collection and compilation of field data received from LTBI coordinator on daily basis.
- Follow up call with LTBI Coordinator on non-receipt of data files at the end of home visits.
- Completeness of data shared from field to be checked and feedback provided to the LTBI Coordinator on weekly basis. Receive revised data from LTBI coordinator within 48 hours from sharing the details.
- Reconciliation of the revised data and sharing with Team Lead for further analysis on fortnightly basis.
- Preparation of monthly report for the District TB Officer.
- Share monthly project data with Team Lead, APM, PM and State Technical Consultation.
- Preparation of quarterly reports as per donor requirement
- Submission of quarterly report to Team Lead/PM/APM as per scheduled timelines.

## Supervision and Reporting

**The position reports to the Team lead and Asst. Programme Manager and keep the Programme management updated about the project activities.**

## Locations:

- **Madhya Pradesh:** – Bhopal, Gwalior, Indore, Chhatarpur, Shivpuri, Dhar, Sagar, Morena, Burhanpur, Satna, Bhind, Satna, Rewa, Shivpuri, Jabalpur, Dhar, Hoshangabad, Burhanpur, Katni, Mandsaur, Morena, Rajgarh, Vidisha, Betul, Khargone, Khandwa, Chhindwara, Guna, Damoh, Guna, Ujjain, Dewas & Ratlam

- **West Bengal:** - Howrah, Maniktala, Nadia, Medinipur East, Cooch behar, North & South Dinajpur, Darjeeling, Dakshin Dinajpur, North24 Paragana, Nadia & Murshidabad

- **Geographical scope:** - The 'MIS Assistant' will travel to the projects at short notice.

## **Qualification & Experience:**

- Graduate in any discipline with a minimum experience of 3 years of working on Management Information System.

- Applicants with a degree/ diploma in computer applications is desirable.

## **Desirable:**

- Proficient Computer knowledge and experience of working in Microsoft Office or any other data entry tool.

- Basic knowledge of data analysis using MS EXCEL.

- Basic English speaking/writing skills.

## **Key End Results**

**Remuneration:** Salary for the position will be fixed at par with the Organisation standards to attract the best candidate.

Interested candidates should send their updated CV and cover letter (indicating their motivation to apply and current/ previous salary) to [axshya.plusmis@glraindia.in](mailto:axshya.plusmis@glraindia.in), by mentioning the position and location.

No phone calls please. Due to high volume of applicants, only candidates shortlisted for personal discussion would be contacted.