

## **Vacancies in Centre for microFinance (CmF), Jaipur**

**Position** -Program Associate – MIS (M&E): Livelihoods and microFinance

**No. of Position** - 1 (One)

**Location** -Jaipur

### **Organization Description**

Centre for microfinance (CmF), Jaipur ([www.cmfracj.org](http://www.cmfracj.org)) is a resource organization working in Rajasthan since 2007 to catalyze the growth of community based microfinance and livelihoods sector in the state. It works with multiple stakeholders such as government programmes, nongovernment organizations (NGOs), banks, community organizations (especially Self-Help Groups and SHG Federations) and donors to enhance the quality of life of the poor in Rajasthan. CmF is also the nodal agency of the Tata Trusts ([www.tatatrusters.org](http://www.tatatrusters.org)) for Rajasthan and is responsible for quality implementation of Tata Trusts' supported projects. Key ongoing programmes of CmF include (i) capacity building and knowledge support to the Govt. of Rajasthan's Mitigating Poverty in West Rajasthan (MPOWER) project in Jodhpur ([www.mpowerraj.gov.in](http://www.mpowerraj.gov.in)) reaching out to 52,000 households in six blocks of West Rajasthan, (ii) leads a consortium of six NGO partners implementing the Mahila Kisan Sashaktikaran Pariyojna (MKSP) a Government of India (GoI) project under National Rural Livelihood Mission (NRLM) which seeks to improve livelihoods of over 25,000 households through increased productivity in agriculture and livestock in eastern and southern Rajasthan; (iii) sector building initiatives including training and capacity building support to govt/non-government programmes and community institutions across Rajasthan and few other states, research and networking. Beginning April 2015, CmF with support of Tata Trusts and Govt. of Rajasthan has launched an integrated development project in four tribal blocks of South Rajasthan. Titled 'Transformation Initiative', the 5 year project seeks to impact lives of 70,000 poor families in the selected blocks of Abu Road, Pindwara (Sirohi district), Bali (Pali district), Sayara and Gogunda (Udaipur district) of South Rajasthan. CmF is looking for a dynamic, dedicated, hardworking and skilled professional to bring change in the quality of life of poor. If you have passion for poor, have skills and positive attitude and can think out of box yet deliver outputs, CmF is the right place for you.

### **Job Summary**

The overall responsibility is to streamline MIS systems in Livelihoods and microFinance programs. S/he will also design the MIS systems as per the requirement of program team in various new and old projects. S/he will provide timely and relevant information to project management to enhance program quality. In addition, the position holder will also be responsible for ensuring process documentation, preparation of qualitative periodic progress reports.

### **Job Description**

- a) To report the management and program team on progress vis--vis planned activities and expected outputs of the project based on annual implementation plan and highlight areas of concern.
- b) Facilitate regular collection, compilation and analysis of programmatic data and ensure smooth functioning of the Management Information System (MIS).
- c) Identify key performance indicators and parameters for monitoring project performance; undertake assessment and comparing it with targets. Prepare periodic analysis reports based on the MIS data.
- d) Ensure the sharing of analysis reports with program teams and management before the review meetings.
- e) Will ensure the scheduling of periodic review meetings and conduct the same.
- f) Will follow-up with the program teams on the action points and share the report with concern persons.
- g) Maintain up to date accurate records on MIS data and programme indicators at all levels.
- h) Ensure quality documentation & dissemination of processes, achievements and best practices learnt across demonstration projects.
- i) Will support in the development of online and offline MIS system.
- j) Support the overall implementation of Monitoring and Evaluation plans.
- k) Provide handholding support to program teams in preparation of Annual Work Plans, Implementation Plan and Budget of the project as per the in required templates.
- l) Identify the need and draw up the Terms of Reference for specific studies. Further, guide, supervise and ensure completion of assigned tasks.
- m) Provide need based support to the M&E team and deliver any relevant assignment requested by the organization.

### **Eligibility Criteria**

- a) A Postgraduate in Management (RD), Social Work or Social Sciences from any recognized university. An engineering graduate along with PG will be preferable.

AND

At least 3-4 years of relevant experience (especially in development sector i.e. NGO, CSR) in integrated project, Experience of setting up and implementing M&E systems, Exposure to strategic planning approaches.

- b) Experience of designing and system setting of Management Information Systems.
- c) Knowledge of routine monitoring, process documentation, baseline and mid-line evaluations, participatory processes and research will be added advantage.
- d) Willingness to undertake regular field visits and interact with different stakeholders, especially primary stakeholders.

### **Skills and Competencies required**

- a) Excellent technical knowledge
- b) Excellent verbal & written skills in English.
- c) Conceptual, analytical ability and time management skills.
- d) Ability to plan and organize a substantial workload that includes complex, diverse tasks, and responsibilities.
- e) Problem analysis, problem solving and decision making skills
- f) Proficient in use of computers, including use of statistical packages
- g) Coordinating & Networking skills
- h) Ability to work in team

### **Remuneration**

Remuneration will be competitive and will be depending upon the experience and skills of applicants.

**Note:** The application in prescribed format will be considered. Selected candidates will have to submit 'relieving certificate from the current employer' before joining in CmF. Candidate must give two references, though we will talk to references only after the consent of the candidates.

The format can be **downloaded** from the website - [www.cmfraj.org](http://www.cmfraj.org)

**Last Date** for complete application forms to reach us: **May 30, 2017**

### **Centre for microFinance**

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