

**Job Title:** MIS-Executive

**Location:** Block: Ramnagar, District: Chitrakoot, Uttar Pradesh District, India

**Position Type:** Full-Time

**Remuneration:** As per market standards.

**About the Organization:** AROH Foundation is a non-profit organization dedicated to holistic rural development in the Chitrakoot of Uttar Pradesh District. Our mission is to empower local communities, preserve the environment, and enhance livelihoods through sustainable development initiatives.

**Job Description:** We are seeking a motivated and detail-oriented MIS-Executive to join our team in Chitrakoot. The MIS- Executive will be responsible for documenting project activities, capturing success stories, and enhancing community engagement through various communication channels, including Dhwani (local communication).

**Key Responsibilities:**

**1. Documentation:**

- Develop and maintain comprehensive documentation for project activities, including reports, case studies, success stories, and impact assessments.
- Collect and organize data, photographs, and other materials to support documentation efforts.
- Ensure accuracy and consistency in documentation and adherence to organizational standards.

**2. Knowledge Management:**

- Manage the organization's knowledge repository, including document libraries, databases, and online platforms.
- Ensure accessibility and usability of information for internal and external stakeholders.
- Facilitate knowledge sharing and learning among project teams, partners, and stakeholders.

**3. Monitoring and Evaluation:**

- Assist in monitoring project activities and collecting data to track progress and measure impact.
- Participate in project evaluations, assessments, and reviews to capture lessons learned and best practices.
- Contribute to the development of monitoring and evaluation frameworks and tools.

**4. Capacity Building:**

- Provide training and capacity-building support to project staff and community members on documentation techniques, communication skills, and Dhwani initiatives.

- Foster a culture of learning and knowledge-sharing within the organization and among project partners.

**Requirements:**

- Bachelor's or Master's degree in Communications, Journalism, Development Studies, or a related field.
- Minimum of 2-3 years of experience in documentation, communication, or project management, preferably in the development sector.
- Strong writing and editing skills, with the ability to produce clear, concise, and compelling documentation.
- Knowledge of local communication methods and community engagement approaches, particularly in rural settings.
- Proficiency in digital media tools and platforms for content creation and dissemination.
- Fluency in [local language, if applicable] is desirable.
- Passion for rural development and a commitment to the mission and values of AROH Foundation.