Position: MIS Manager

Location: Guwahati, Assam

About Centre for Microfinance and Livelihood (CML): As an Initiative of the Tata Trusts, CML imbibes the larger vision, values and goals of the Trusts, carrying along with its core competence in capacity building, linkage and facilitation. Currently, CML is intensively focusing in the states of Manipur, Assam, Tripura, and regions of Meghalaya, under its efforts of promotion of rural livelihoods, establishing state of the art facilities for promoting Sports and Skilling youths.

The Key Responsibility Areas:

- Manage and coordinate with the Programme teams from various verticals and states. S/He is required to identify key parameters based on the specifics of the programme.
- Review and consolidate the reports prepared by programme teams and ensure that those are error free and appropriate.
- Perform regular analysis of the data submitted and share the performance of the programme with stakeholders.
- Publish consolidated MIS reports as per the needs of CML.
- Prepare various reports in order maintain the information related to various computer systems as well as employees.
- Prepare various processes for the Programme team /MIS team and ensure those are adhered to.
- Ensure that the reports are submitted from various team and completed within the set timeframe.
- Ensure and evaluate that employees are adhering to AO's IT policy and procedures.
- Ensure maintenance of Hardware, software, WLA, LAN in the office.
- MIS Manager need to manage and maintain all records of CML in digital format.
- MIS Manager is responsible to the matters related to upgradation of software and computerization of office, file management system, dynamic web application development as per CML requirements.

Experience & Key Skills:

Must have strong problem-solving and analytical skills along with excellent supervisory skills and must be able to communicate with management and users topics relating to the operation of an MIS system. Hands on knowledge of enterprise networks and systems, consisting of mainframe and midrange computers, IT hardware and infrastructure support, microcomputer management, data management and security.S/He must be comfortable working on Oracle, MYSQL, MSSQL and also sound on PHP, ASP.NET, Java etc.

Educational qualification: Preferably a graduate or a post graduate degree in Computer Science or Information Technology. Possessing a management degree will be an added advantage.

Salary: INR 30,000 to 35,000(consolidated) per month + TA + Yearly Increments

Interested and suitable candidates may send their updated resume and a cover letter explaining one's interest and suitability for the position to **cmladmin@tatatrusts.org** before May 25, 2018.

Only shortlisted candidates will be contacted.