

**Job Title: Monitoring and MIS Coordinator**

**Organization:** Bharti Institute of Public Policy (BIPP) at Indian School of Business (ISB)

**Location:** Hyderabad, with occasional travel to [SRUTI](#), Delhi and [Vasundhara](#), Bhubaneswar offices

**Compensation:** 12 LPA CTC

**Joining Date:** Immediately

**Overview**

The Bharti Institute of Public Policy (BIPP) at the Indian School of Business (ISB) is hiring a Coordinator to streamline the quantitative data reporting for the project “[Initiative on the Forest Economy](#)”. The coordinator will play a critical role in ensuring accurate and reliable data on area coverage, community numbers, and spatial overlaps, aligning with reporting requirements by **June 2025**.

The coordinator will be based at ISB Hyderabad Campus and will closely work with the Monitoring Learning and Evaluation team of ISB, SRUTI and Vasundhara to enhance the quantitative reporting capabilities of the project. The role requires expertise in MIS, database management, dashboards, and stakeholder management, with a minimum of 5 years of relevant experience.

We strongly encourage applications from **women** and individuals from other **underrepresented groups**.

**Key Responsibilities****Data Reporting & Management**

- Consolidate, validate, reconcile, and record quantitative and spatial data across partner organizations to ensure accuracy and consistency.
- Understand the **TF MEL reporting system** for quantitative and spatial data and develop a **data capturing and reporting system** to integrate partner data into the TF MEL system.
- Organize data from all project partners (ISB, Vasundhara, SRUTI) and across all project phases (2019–2024) for seamless integration into the TF MEL system.
- Support internal reporting processes for the TF India Project, ensuring clarity in quantitative and spatial data across all project phases.

**Spatial Data Management**

- Develop and implement **spatial data sharing protocols** between partners and the TF database.
- Facilitate spatial data sharing across partners and project phases.
- Support the determination of **spatial overlaps** between areas where TF has contributed to **rights recognition** and **biodiversity outcomes**.

**Workshop Co-Design**

- Co-design a **week-long spatial data workshop**, to be hosted at ISB Hyderabad, tentatively scheduled for March 31 to April 4, 2025.
- Collaborate with stakeholders to define workshop objectives, structure, and materials, ensuring it addresses key project needs.

### Dashboard Oversight

- Manage and maintain dashboards, ensuring they are updated with accurate and reliable quantitative and spatial data.
- Collaborate with partners to enhance dashboard functionalities and troubleshoot technical issues.

### Stakeholder Collaboration

- Work closely with all partners (ISB, Vasundhara, SRUTI) and TF stakeholders (TF MEL Coordinator, TF Program Officer, TF India Focal Point).
- Maintain strong relationships with partners and the donor to align stakeholders on reporting standards and timelines.
- Facilitate regular communication and provide updates on reporting progress and challenges.

### Capacity Building & Support

- Provide technical support and training to ISB, Vasundhara, and SRUTI teams on data management, dashboard use, and spatial data integration.
- Spend time with partner organizations to strengthen their data reporting processes.

### Risk Mitigation & Quality Assurance

- Identify gaps and discrepancies in data reporting and develop strategies to address these issues.
- Ensure the **integrity and reliability** of project data through robust validation processes.

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## Qualifications

### Education

- Bachelor's or master's degree in public policy, IT, Data Analytics, Development Studies, or a related field.

### Experience

- Minimum **3–5 years** of experience in MIS, database management, dashboard operations, and spatial data systems.

### Skills

- Training or expertise in handling **spatial data** and working with **geospatial tools** (e.g., GIS, QGIS, ArcGIS).

- Proficiency in MIS tools, database management systems, and dashboards.
  - Strong stakeholder management and interpersonal skills.
  - Analytical, problem-solving, and organizational abilities.
  - Familiarity with biodiversity, rights recognition, or development sector projects is an advantage.
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### **Application Instructions**

Interested candidates are invited to submit their application through the following **JotForm**:  
<https://form.jotform.com/243442395216456>.

The application should include:

1. An updated **CV**.
2. A **cover letter** explaining your fit for the role based on the job description. *Applications without a cover letter will not be considered.*

**Deadline to Apply:** 15 January 2025