

VACANCY ANNOUNCEMENT

MIS Officer

Urban Initiatives | Varanasi, Uttar Pradesh | One (1) position



Department	Urban Initiatives	Location	Varanasi
No. of vacancies	One (1)	Reporting to	Program Director
Salary (CTC)	INR 20,000 – 25,000 per month	Contract	1 year, extendable
Engagement	Full-time, 8 hours a day	Apply by	16 August 2026

Organization Background

ASMITA is a registered charitable trust, founded in 1998 in Varanasi, Uttar Pradesh. This organization caters to the needs of the underprivileged who live at the periphery, especially the women and children in the slums in the city of Varanasi. It exists for the dignity and empowerment of marginalized migrant laborers, widows, children engaged in hazardous situations in the slums, and children who need care and protection. ASMITA aims at the integrated improvement of the living standards of slum dwellers, emphasizing physical and social improvement along with educational activities and vocational training programs, necessary health interventions, rescue-rehabilitation, etc. Special focus is given to child development and the empowerment of women and adolescents.

Vision: An Integrated Human Society living in freedom, equality, and justice: above all leading a dignified life.

Program Details

ASMITA currently runs seven programs across the informal settlements of Varanasi, with a team of over fifty staff. Data from all these programs flows into the organization's management information system, maintained on the Frappe framework along with ASMITA's own custom MIS, supported by field data collection tools. The MIS Officer is responsible for ensuring that this data is complete, accurate, timely and usable — so that program teams, management and donors work from reliable information, and so that the systems already built are properly maintained and used.

Roles & Responsibilities

Data Management & System Administration

- Manage ASMITA's management information systems, including user accounts and access
- Keep master data — beneficiaries, staff, programmes — updated and organized
- Ensure regular data backups and safe storage of records
- Coordinate with the external IT vendor on system issues and improvements
- Support the digital data collection tools used by the programme teams

Data Collection & Quality Assurance

- Develop and standardize data collection formats across programmes
- Follow up with field teams for timely and complete data
- Carry out regular checks for accuracy and consistency
- Visit field areas from time to time to verify the data reported

Reporting & Analysis

- Prepare periodic programme reports for the management
- Prepare donor reports in the required formats and within timelines
- Track progress against programme indicators and maintain simple dashboards
- Provide data support for proposals and other organizational requirements

Documentation

- Maintain organized digital and physical records for all programmes
- Write down simple procedures for the regular reporting work
- Keep a central repository of reports, formats and programme records

Capacity Building of Field Teams

- Orient and train field staff on the data formats and the MIS
- Provide ongoing support and refresher sessions whenever systems change
- Prepare simple user guides and reference material in Hindi

Data Protection & Confidentiality

- Handle all beneficiary data with care and confidentiality, especially records of children and adolescents
- Ensure that data is accessed only by those who need it for their work

Personal Specification

- Interest in working with vulnerable communities and in making data useful for them
- Graduate in any discipline; a background in computers, statistics or social sciences is an advantage
- 1–2 years of relevant work experience in M&E and data management
- Comfortable working with MS Excel or Google Sheets
- Some experience of any database, MIS or online data collection tool, and a willingness to learn new systems
- Patience in working with field staff from different educational backgrounds
- Attention to detail and care in handling confidential information
- Ability to write reports in English and communicate comfortably in Hindi
- Willingness to travel to programme areas in and around Varanasi

Job Offer

- **Full-time:** 8 hours a day
- **Salary Scale:** INR 20,000 – 25,000 per month (CTC)
- **Contract Duration:** 1-year contract with the intention of extension
- **Location:** ASMITA, Sigra, Varanasi, U.P.
- **Reporting to:** Program Director

How to Apply

To apply for the post, please send a letter of application stating your interest along with your resume/CV by email to office.asmitaims@gmail.com. The application must reach **before 16/08/2026**. Post receipt of your application you will be informed about the interview.