



CBM India Trust

Position Profile

CBM India Trust is committed to improving the quality of life of people with disabilities. CBM India addresses disability as a cause and consequence of poverty in the most disadvantaged communities of the world. We work in partnership with local, national, and international actors with the aim of creating a more equal society for all. Our vision is to have an inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential.

Position: MIS Officer

Location: Agartala, Tripura

Reporting to: Program Officer / Lead, Program

Objective:

To manage project data systems, ensure high-quality program monitoring, and provide reliable insights that support evidence-based decision-making and accountability in inclusive education programs.

Responsibilities:

a) MIS Development & Data Systems

- Support the development and maintenance of a project Management Information System (MIS) aligned with government and organizational databases.
- Design and refine digital data-capture tools for tracking children with disabilities, therapy attendance, Individualized Education Plans (IEPs), and inclusive classroom indicators in coordination with MEL and inclusive education teams.

b) Data Collection & Quality Assurance

- Coordinate and monitor field data entry from schools, partners, and therapy centers to ensure timely and complete reporting.
- Conduct routine data validation, cleaning, and verification to maintain accuracy and consistency in the MIS.

c) Monitoring, Analysis & Dashboards

- Generate regular MIS reports (weekly, monthly, quarterly) on key indicators such as enrolment, attendance, therapy coverage, and inclusion outcomes.
- Develop and maintain dashboards using tools such as Excel or Google Sheets to support real-time program monitoring and project-level decision-making.

d) Reporting & Compliance

- Prepare MIS-based reports for internal program reviews, donor, and Samagra Shiksha reporting requirements.
- Ensure data security and confidentiality while handling sensitive information related to children with disabilities, following child-protection standards.

e) Capacity Building & Coordination

- Train and support field staff, teachers, therapists, and school data operators on data entry processes and quality standards.
- Coordinate with the MIS units of Samagra Shiksha, the MEL team of CBM India Trust, and donor focal points to align indicators and reporting formats.

f) Documentation & Learning

- Analyze MIS data to identify trends, gaps, and program achievements for reports, case studies, and learning briefs.
- Flag data anomalies or risks (such as dropouts or therapy gaps) and support the program team in taking corrective action.

Professional profile and requirements

- A Bachelor's or Master's degree in a relevant field such as Computer Science, Data Science, Statistics, Education, or Social Sciences with a data-analysis focus / MIS exposure.
- 1–3 years of experience in managing databases, MIS, or digital monitoring systems for development, education, or public-health projects
- Experience working with donor / NGO MIS systems or government scheme MIS platforms (e.g., Samagra Shiksha MIS) is an added advantage.
- Exposure to multi-stakeholder data coordination, reporting, and dashboard management in program contexts is preferred.

Skills

- Core technical and data skills
- Analytical and reporting skills
- System and process management
- Soft skills and coordination
- Context-specific understanding

Other requirements

- The future job holder adheres to CBM India's policies and procedures, commits to CBM India's Child Safeguarding Policy and Code of Conduct, and follows CBM India's Safety & Security Protocols.

CBM India encourages persons with disabilities and women to explore this important opportunity. Share your profiles to jobs@cbmindia.org by April 5th, 2026.