

Job Title	:	MIS and DATA Management Associate (Female Candidate would be encouraged to apply)
Location	:	Ahmedabad, Gujarat
Experience Required	:	2–4 years in MIS, Data Management, or monitoring tools.
Educational Qualification	:	Bachelor’s/master’s degree with good practical knowledge on MIS management & digital tools. Strong written and spoken in Gujarati and Hindi, English language. Proficiency in Advanced MS Excel, MS Word & MS PowerPoint, Google Sheets, R, or Stata
Skills Required	:	Hands-on experience on Comcare / KoBo Toolbox / mWater/Google Form & MS Power BI. Capacity to produce reports, prepare graphic presentations and analyses data.
Remuneration	:	As per market standards
Application Deadline	:	April 20, 2026
Expected Date of Joining	:	At the earliest
Apply at	:	careers@fwwbindia.org

About the Position

The MIS and DATA Management officer will support the design, implementation, and operationalization of robust MEL systems across programs. She will focus on data collection, analysis, and program reporting while contributing to evidence-based decision-making and continual program improvement. This role will support field teams and management in maintaining accurate databases and providing timely updates for monitoring and decision-making.

Key Responsibilities

Monitoring, Evaluation & Learning Frameworks

- Assist in refining MEL frameworks across programs, including indicators and metrics aligned with program theory of change.
- Design and maintain data collection tools, processes, and dashboards to monitor program progress.
- Train the team on the usage and implementation of the data collection and evaluation processes.

Outcome & Impact Measurement

- Coordinate and support program teams in accurate data collection and data quality assurance.
- Conduct timely quantitative and qualitative data analysis to support program insights and course corrections.
- Create and maintain data dashboards for different stakeholders.

Knowledge Dissemination & Reporting

- Support in preparing monthly, quarterly, and annual MEL reports.
- Translate complex data into actionable insights for internal and external stakeholders.