

Head Office Address:
4, Community Shopping Centre,
Anupam Apartments, Saidullajab,
MB Road, New Delhi 110068
Tel: +91 88005 15992 | E-mail: delhi@srijanindia.org
Website: www.srijanindia.org



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JOB DESCRIPTION **Project Executive – IT/MIS**

1. POSITION VACANT: Project Executive – IT/MIS

2. ORGANIZATION BACKGROUND:

Founded in 1997 and registered as a public charitable trust in January 2000, **SRIJAN** is a grassroots implementation and support agency committed to promoting sustainable and self-reliant rural development models through interventions in agriculture, horticulture, natural resource management, dairy, and livestock.

Geographically spread over five states, **SRIJAN** collaborates with the state governments to build both hard and soft infrastructure for the rural poor. It has been and continues to be in several policy-making bodies of the central government. It has a healthy portfolio of projects with an annual value of Rs. 15 crores and a headcount of 400 direct and indirect staff. It is supported by a range of well-known private donors, such as Tata Trusts, the Ford Foundation, Axis Bank Foundation, Bill and Melinda Gates Foundation, and Azim Premji Philanthropic Initiatives.

For more information, please visit <http://srijanindia.org/>

3. JOB DESCRIPTION/ RESPONSIBILITIES:

Reporting to the **Project Leader**, the **Project Executive – IT/MIS** shall be responsible for the implementation of Software development and implementation process, data management and analysis, providing support in procuring IT infrastructure, maintenance of websites, setting up zoom calls

4. QUALIFICATION, SKILLS, AND EXPERIENCE:

Qualifications:

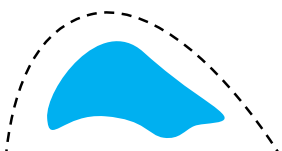
Graduate/Post Graduate from a recognised institute in Computer Applications (BCA/MCA)/B.Tech in Computer Science/IT

Experience:

2-3 years of relevant work experience on developing softwares, data management, analysis. Working knowledge on R programming, SQL, Wordpress, website development could be an additional advantage

Skills and Competencies

- (1) Candidates with a strong inclination towards numbers, data mining, Excel spreadsheets, formulae, queries and software applications
- (2) Good analytical skills
- (3) Work effectively with diverse group of people
- (4) Well-organized, highly efficient in resolving issues
- (5) Quick learner, adaptive to changes and pressure in the organization
- (6) Skills in various computer applications and troubleshooting is desirable



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5. COMPENSATION OFFERED:

The compensation offered is negotiable and would be best as per industry standards.

6. LOCATION: Delhi, Head Office.

7. APPLICATION PROCESS:

Send in a cover letter highlighting your interest and experience for the role along with an updated resume to rec_it@srijanindia.org by or before **6th March 2022**.

