



Regional Centre for Urban and Environmental Studies
(Sponsored by Ministry of Housing and Urban Affairs, Govt. of India, New Delhi)
Osmania University, Hyderabad – 500007, Telangana State.



NOTIFICATION

Applications are invited for the MIS Manager on outsourcing basis to work in MEPMA Telangana, Hyderabad. Resume along with covering letter may be sent by post to the undersigned or by email: director_rcues_ou@yahoo.co.in, or sent by post to “**Director, Regional Centre for Urban and Environmental Studies, Osmania University Campus , Tarnaka, Hyderabad – 500 007 Telangana State** so as to reach this office by 16th October, 2018 5:00PM.

Details of Qualifications, Experience and Scope etc. are given below:

Academic Qualifications:

Two year full time Post Graduate diploma/Masters in Computer Science, M.Sc. (Computer Science), B.Tech (Computer Science) or MCA from Government recognized institute/university with atleast 5 years of experience in designing and implementation of MIS and ME for large development projects, preferably poverty project and full understanding of Data Analysis Technique.

The eligible age limit is below 45years, remuneration is up to Rs. 22,000 – 00 per month and reserved for Open Competition (O.C) as the only one post is sanctioned on outsourced basis.

Competencies:

The person should be proficient with MS Office: should have acknowledged capabilities in partnership management; strong analytical, conceptual and strategic thinking skill, ability to handle large scale planning, handling MIS etc. Experience of working with Government institutions will be given preference.

The person should have in addition to the above mentioned competencies, very good documentation skills and should be very good at preparation of reports: Proficient with Project Management Software: Software, Database Management Systems: website development and management.

Scope of Work:

- i. Prepare work plan for monitoring of the components of NULM
- ii. Responsible for the ensuring proper implementation of MIS at the state level, compilation of information across the cities and submission of the same to the national level
- iii. Undertake field visit to cities/ULB's for real time monitoring of the scheme
- iv. Ensure timely information is submitted by ULB's for (CMMU's) for accessing the percolation of the program at grass root level at state level
- v. Responsible for providing need based Technical Assistance to the City Mission Management Units

- vi. Support capacity building of CMMUs within or across the states in implementation of MIS and M&E. S/he will also oversee the development of capacity building modules related to MIS etc.
- vii. Ensure adherence to all monitoring and reporting systems like baseline study, MPRs, Process documentation etc.
- viii. Work closely with other State Mission Managers at the state level for successful monitoring of NULM
- ix. Perform any other related tasks assigned by the State Mission Director, SULM.

Expected Outcomes:

- Effective management of data at ULB, District, State and National level.
- Building of data base for decision making.
- Effective monitoring and networking within organization and between stake holders.

Director, Regional Centre for
Urban and Environmental Studies, O.U.

