Position: MIS Specialist
Base Location: Karta Initiative India Foundation Office, Noida, Uttar Pradesh
KIIF's Office Location: B-33, Sector - 40, Noida, Uttar Pradesh, India
Employment Type: Full-time | Noida-based with extensive field travel across India
Experience Required: 1-3 experience

About Karta Initiative India Foundation (KIIF)
Karta Initiative India Foundation is dedicated to expanding access to transformative educational and career opportunities for talented young people from disadvantaged and marginalized backgrounds. We believe that when young people are provided with pathways to succeed in higher education and careers, they can become leaders and changemakers who contribute to positive social change in their communities and beyond.
Karta has two flagship programs:

- **Karta Access** – supports the school-to-university transition of high school students.
- **Karta Scholar** – supports the university-to-workplace transition of undergraduate scholars.

About the Role:
The **MIS Specialist** will support Karta in managing and strengthening its **data, MIS, reporting and monitoring systems** across programs and organisational functions. The role will involve managing program and finance data, developing and maintaining MIS systems, ensuring data quality, analysing information, preparing reports and dashboards, and providing useful insights for program planning and decision-making.
The role requires a person who is comfortable working with both **data and people**, and who is willing to travel extensively to Karta's program locations across India.

Key Responsibilities Areas:
1. MIS and Data Management

- Develop, maintain and improve MIS systems for program and organisational data.
- Manage program-generated data, including data collection, cleaning, mining, management and analysis.
- Develop standardised data collection formats, templates, MIS reports, dashboards and data summaries.
- Ensure and maintain data quality and accuracy.
- Support the technical implementation and functioning of MIS systems.
- Provide data-based insights for program planning and decision-making.

2. Finance and Grant Management MIS

- Support the design and implementation of MIS for finance and grant-related data management.
- Develop systems for tracking relevant financial and grant-related information.
- Support timely reporting and data requirements related to grants and finance.
- Coordinate with Finance and Program teams for accurate and timely data.

3. Monitoring, Evaluation and Learning

- Support monitoring, evaluation and impact measurement activities.
- Collect and analyse quantitative and qualitative data.
- Support evaluations and program improvement.
- Prepare reports, presentations and donor-related documentation.

4. Organisational Systems and Planning

The MIS Specialist will also support the organisation in developing systems & processes that:

- Ensure optimum use and harnessing of resources.
- Timely feedback to add value to ongoing activities in all spheres.
- Correct and quick decision making in crucial matters.
- Ensure a fool proof system for meeting all statutory compliances.
- Forecasting to aid futuristic planning for growth of the organisation.

5. Additional Responsibilities

- Work closely with program, finance and other internal teams to strengthen data systems and reporting.
- Undertake any other duties and responsibilities as assigned by the supervisor or senior management team to support the mission and goals of the organization.
- Be flexible to travel to program fields, schools, universities or events as needed, contributing to the on-ground impact of Karta's programs.

What we are looking for:

- Bachelor's or Master's degree in **MIS, Data Management, Statistics, Economics, Mathematics, Computer Science, or a related interdisciplinary/STEM field**.
- **1–3 years of relevant experience** in MIS, data management, data analysis or program reporting.
- Strong quantitative and qualitative research and analytical skills.
- Proficiency in data analysis tools - **SPSS, STATA, R or Advanced Excel**.
- Familiarity with digital data collection tools - **KoboToolbox, SurveyCTO, Epicollect5**, etc.
- Familiarity with **Power BI, Tableau or other data visualisation tools**.
- Excellent report writing, presentation and communication skills.
- Strong values of compassion, integrity and resilience with exceptional people skills, multi-dimensional personality, go getters and entrepreneurial in nature.
- Firm belief in constitutional values of **secularism, equality and fraternity**.
- Has scientific temperament and critical thinking.
- Non-linear thinker, institution builder, action-oriented mindset with a hands-on approach.
- Willingness to travel extensively to remote rural areas for a minimum of **150 days per year**, with minimal supervision. Travel Reimbursement: All official travel expenses reimbursed as per KIIF policy.
- Ability to work collaboratively in diverse teams and adapt to a fast-paced environment.
- Based in Delhi/NCR or willing to relocate.
- Long-term outlook and willingness to commit **3–5 years** to the organization.
- Excellent verbal and written communication, problem-solving and presentation skills.
- Can go beyond the call of duty and put the cause before self.

Desirable Skills:

- Experience in the **higher education, youth development or nonprofit sector**.
- Experience working with universities or within the university ecosystem.
- Knowledge of impact evaluation methods, including **RCTs and quasi-experimental designs**.
- Experience in donor-funded program reporting.

- Experience in developing MIS systems or dashboards from the ground up.

Personal Attributes:
- Strong analytical mindset and attention to detail.
- Commitment to equity, inclusion and youth empowerment.
- Proactive, adaptable and solution-oriented.
- Ability to balance fieldwork with desk-based analysis.

What We Offer:
- An opportunity to contribute to the education and career development of first-generation learners from marginalised communities.
- Exposure to different school and education systems, including Navodaya, State Board, Minority, Social and Tribal schooling systems.
- A collaborative work environment that encourages learning and excellence.
- Exposure to discussions and work related to technology, environment, climate change and socio-economic issues.
- Competitive compensation aligned with the non-profit sector.

Compensation Offered:
The position offers **gross compensation in the range of ₹40,000 to ₹50,000 per month**. The final compensation will be determined based on the candidate's qualifications, relevant experience, skills and demonstrated competencies.

Medical Insurance Benefits:
Comprehensive medical insurance (Rs. 5 lakhs cover) for self, spouse and dependents (parents and children, if any), plus an **accident policy (Rs. 5 lakhs cover).**

Application Process:
If you are interested in working with Karta and meet the above requirements, we would love to hear from you.
Please email your resume to: recruitments@karta-initiative.org
Subject line: *Applying for MIS Specialist Position*

We will review applications and contact shortlisted candidates.

Deadline: Apply immediately.