

# BIHAR VIKAS MISSION

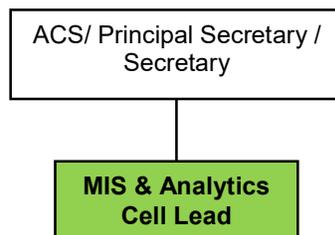


## Job Description

### 1. General Information

<b>Position Title:</b>	<b>MIS &amp; Analytics Cell Lead</b>
<b>Reports to:</b>	<b>ACS / Principal Secretary / Secretary</b>
<b>Organization:</b>	<b>Bihar Vikas Mission</b>

### 2. Organization Chart



### 3. Key Accountabilities

#### MIS System Development and Control

- Contribute to the development and maintenance of a centralized MIS system and dashboards for BVM in order to track the performance of various Departmental schemes and programs and monitor adherence to defined standards and procedures
- Provide inputs to Nodal Data Analytics Centre for development of MIS system user manuals and facilitate training for the Department employees as required, so that the concerned employees have the required user capability to enable delivery of Department objectives
- Monitor user access to the MIS system to ensure that the data is accessed by authorized users
- Manage the deployment of end user reporting tools within own Department to ensure convenience of data entry and reader usability

#### Data Entry and Collection

- Supervise and provide required support to Data Entry team to ensure accuracy in data capture and mining
- Ensure consistency in data entry and use of defined formats and templates by own team for the same
- Provide inputs for development of data collection methods and templates to Nodal Data Analytics Centre and other concerned parties, as required

#### Analysis

- Supervise own team to execute the analysis and reporting activities and resolve any issues / escalations as required, to ensure timely and effective reporting of progress of relevant schemes and initiatives and facilitate management decision-making.
- Consolidate and report data with respect to all Departmental schemes and programs to relevant senior Department officials (Principal Secretary, Secretaries, Directors etc.)
- Coordinate with own team to analyse information for overall Departmental performance and performance on specific schemes and programs and suggest next steps / corrective actions, as Required
- Handle complex analysis requests from Department, conduct research and analysis and share results with relevant Department officials
- Participate in review meetings with relevant Department and BVM officials and provide and interpret analysis results and insights

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## Job Description

- Oversee use of defined formats and templates for data analysis by own team to ensure consistency within own Department and across the organization
- Provide the required data, analysis and reports for own Department to Nodal Data Analytics Centre to facilitate monitoring and analysis at an organizational level
- Seek guidance and assistance of Nodal Data Analytics Centre for carrying out the monitoring, analysis and reporting activities as required

### MIS Reporting

- Supervise the preparation of timely and accurate departmental MIS statements and reports to meet Department requirements ensuring compliance with relevant policies and standards
- Coordinate the preparation of customized and ad hoc MIS reports and packs (financial and non-financial, including program reporting) to ensure that senior officials of the Department have the relevant information needed to track performance and support decision making

### Team Management

- Supervise the activities and work of subordinates to ensure that all work within own area is carried out in an efficient manner which is consistent with the defined policies and procedures
- Provide on-the-job training and constructive feedback to subordinates to support their overall development

### Continuous Improvement

- Identify opportunities for continuous improvement of systems, processes and practices taking into account best practices, in order to facilitate cost optimization and productivity improvement
- Participate in projects to enhance existing MIS reporting systems to ensure the organization's MIS systems are trustworthy source of relevant and timely data

### Policies, Systems, Processes & Procedures

- Recommend improvements to functional procedures and direct the implementation of instructions and controls within own area so that all activities are conducted in compliance with risk, audit, and regulatory requirements while delivering a quality, cost-effective service

### Related Assignments

- Perform other related duties or assignments as directed

## 4. Qualifications and Experience

### Essential

- Bachelor's degree or higher in Statistics / Mathematics / Engineering / Science / Computer Application
- Minimum 3 years of post-qualification experience

### Preferred

- Less than 40<sup>#</sup> years of age as on 1<sup>st</sup> August 2021
- Experience in MIS monitoring and data / business analysis
- Experience of leading / managing a team of data analysts
- Experience of working with state / central government or any other organization under the aegis of State or Central Government / bilateral / multilateral organizations (e.g. World bank, DFID, UNDP, ADB) / private organization / multinational corporation on MIS monitoring projects
- Education higher than Bachelor's degree or higher in Statistics / Mathematics / Engineering / Science / Computer Application
- Bachelor's degree or higher in Statistics / Mathematics / Engineering / Science / Computer Application from any of the institutes as published under the National Institutional Ranking Framework issued by MHRD and / or QS World University Rankings, as updated from time to time

<sup>#</sup> As per Category applicability:-

Age limit for SC / ST (Male/Female) domicile / resident of Bihar– 45 years



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## Job Description

Age limit for BC / EBC (Male/Female) domicile / resident of Bihar– 43 years

Age limit for General (Female) domicile / resident of Bihar – 43 years

\* NIRF discipline wise rankings will be considered wherever available (like engineering, management and pharmacy in rankings); for degrees not covered by the NIRF discipline rankings, NIRFColleges or Universities or Overall Rankings will be considered

### 5. Knowledge and Other Skills

- Strong leadership and interpersonal skills
- Excellent knowledge of best practice and latest MIS systems, tools and dashboards
- Strong analytical skills
- Familiarity with mobile and web ERP platforms
- Ability to clearly, concisely and accurately report on project / program progress and outcomes to relevant stakeholders

6. Competencies		Basic	Proficient	Expert
i.	<b>Strategic/Innovative Thinking</b>		✓	
ii.	<b>People First</b>		✓	
iii.	<b>Consultation and Consensus Building</b>		✓	
iv.	<b>Initiative &amp; Drive</b>		✓	
v.	<b>Problem Solving</b>		✓	

Basic	Proficient	Expert
<i>Aware of principles and their application</i>	<i>Sufficiently competent to work alone</i>	<i>Competent to support and advise others</i>