

JOB DESCRIPTION

Integrator – IT, MIS & MEL

Reports to: Executive Director

Location: SeSTA Head Office, Guwahati

Function: IT, MIS & MEL

Role Purpose

Strengthen SeSTA's Organisational Capacity to generate, manage, analyse, communicate, and use information for effective decision-making, programme monitoring, organisational learning, and institutional development. The role integrates IT, MIS, MEL, Reporting, and Knowledge Systems across functions and field teams — ensuring field-generated information is reliable and accessible, that technology stays relevant to organisational needs, and that data and learning translate into inputs for planning, review, and course correction.

Core Accountabilities

IT & Digital Systems

- Strengthen IT deployment and use across SeSTA to improve access to information, reporting, transparency, and efficiency
- Maintain, upgrade, and improve existing MIS and technology-enabled systems
- Identify where programmes or systems need technological modification and facilitate solutions
- Support mobile/ICT platforms for field data collection, monitoring, and online MIS
- Build technological proficiency among SeSTA professionals and support teams
- Support social, digital, and print media engagement; keep the organisational website updated
- Provide technology-related inputs to Operations, HRM, Finance & Accounts, and Fund Raising & Communication

MIS, Data & Analytics

- Strengthen systems for collecting, processing, consolidating, storing, and retrieving organisational and field-level information
- Ensure MIS generates timely, relevant information for organisational review and decision-making
- Facilitate access to field data and its conversion into meaningful information at different organisational levels
- Undertake data analysis and provide analytical inputs across functions
- Establish and maintain data quality checks; monitor field-level data quality
- Identify data gaps and areas for improvement in existing systems

Monitoring, Evaluation & Learning

- Design and strengthen tools/methodologies for tracking outputs, outcomes, and impact per SeSTA's MEL framework
- Support teams in applying appropriate MIS/MEL processes
- Groom young professionals on MIS/MEL activities
- Train and support Community Cadres on app-based data collection
- Undertake field studies and action research relevant to SeSTA's work

- Contribute to SeSTA's institutional knowledge pool through analysis, documentation, and learning
- Support use of evidence and learning for programme improvement and course correction

Reporting & Knowledge Management

- Provide data/information for donor, funding agency, and stakeholder reporting
- Coordinate with Fund Raising & Communication, Operations, Finance & Accounts, and HRM on reporting and dissemination
- Support preparation and submission of monthly progress and financial reports per MIS requirements
- Ensure quality information is available for organisational reviews and reporting
- Support communication and dissemination of organisational information and learning

Field & Organisational Systems Support

- Provide on-field support through regular visits across interventions
- Support teams in applying IT, MIS, and MEL systems in field settings
- Monitor data quality and support supervision of field activities
- Support long- and short-term planning toward objectives and monthly milestones
- Provide MIS/information inputs for programme and field performance review
- Support admin- and finance-related information needs connected to MIS/reporting
- Facilitate collaboration with relevant organisations, institutions, and experts

Team, Capacity & Representation

- Coach, mentor, supervise, and build the capacity of team members
- Strengthen MIS, MEL, and technology capabilities among young professionals and field personnel
- Represent SeSTA in appropriate forums as an ambassador of the organisation's work

Eligibility

Education: Minimum 16 Years of Formal Education. Preferred: B.Tech (CS/IT), M.Sc.-IT, MCA, Data Science, Applied Data Analytics, M&E, Public Policy, Computer Science, or Information Systems, Statistics, Economics, Development Studies/Professionals having worked in Managerial Role will be considered.

Minimum marks: 50% (General), 45% (SC/ST/OBC).

Experience: 5-7 years in the Development and/or IT Sector.

Age Limit: Maximum 35 years.