



External Advert

Released By	LSRO – HR	Job Title & Department	Sr. Programme Associate (MIS & Documentation)
Date of Release	26/05/2010	Last Date	12 th June, 2010
Reporting To	Director, Regional Office, Orissa	Date of Joining	ASAP
Location	Bhubaneswar, Orissa	REF/NO.	SPA/112/2010

Sr. Programme Associate (MIS & Documentation)

LEPRA India, an *equal opportunity employer* is a health and development organization with a mission to restore health, hope and dignity to people affected by Leprosy, Tuberculosis, HIV/AIDS, Eye Care and Malaria.

We implement integrated programmes in our project area to diagnose, treat or facilitate treatment to those affected and help rehabilitate them in the mainstream of society. We work in collaborations with the governments and other funding agencies and our reach into most inaccessible villages of Andhra Pradesh, Orissa and Madhya Pradesh through our network of projects.

LEPRA India is looking for a dynamic and self-propelled person to join its team in achieving the mission and working towards a healthy future, for **Regional Office at Bhubaneswar, Orissa**.

Roles & Responsibilities

S/he will be responsible for

1. Database Management of the Orissa region.
2. Support in finalization of donor reports.
3. Prepare & Comply technical as well as programmatic reports, proposals as per organization requirement.
4. Develop case studies, best practices and disseminate for wider information.
5. Extend support during development of concept notes and project proposals.
6. Maintain & Analyze reports and provide feedback to projects.
7. Build capacity of staff in documentation & report writing.
8. Coordinate different regional office level meetings.
9. Prepare documents of the region.

Qualification & Experience

Good academic background with a Master in Social Work or Social Sciences from recognized university.

1. At least 5 years of relevant experience in documentation and MIS.
2. Excellent interpersonal and communication skills in English language.
3. Proficiency in local language will be preferred.
4. Knowledge of working with MS Office packages and prior experience in the development sector.

Salary : salary will be commensurate with competencies / experience

How to apply?

Please forward application in the specified format downloaded from www.lepraindia.org (opportunities column) to sweta@leprahealthinaction.in specifying "REF.NO SPA/112/2010" in the subject line or send by post/courier to the HR - Executive, LEPRA Society, Plot No – N1/89, IRC Village, Nayapally, Bhubaneswar – 751015, Orissa, specify "REF.NO SPA/112/2010" on the envelope.

Closing Date for Applications 12th June 2010 by 5 pm

Women are encouraged to apply