

BIHAR VIKAS MISSION

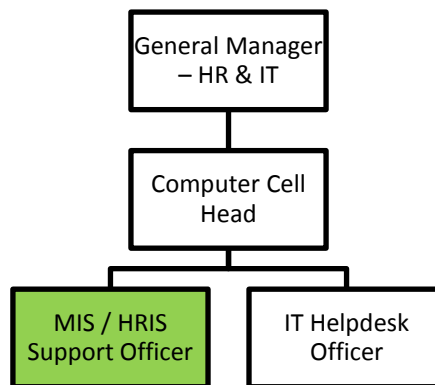
Job Description



1. General Information

Position Title:	MIS / HRIS Support Officer
Reports to:	Computer Cell Head
Department:	Bihar Vikas Mission
Job Code:	

2. Organization Chart



3. Key Accountabilities

MIS / HRIS

- Facilitate implementation and configuration of MIS / HRIS to support the business and functions' process and fully utilize the capabilities and information stored on the system
- Develop and maintain the HRIS continuously to ensure alignment with changes in the processes and operations across BVM and that the functions requirements are implemented
- Supervise the maintenance and updating of MIS system across BVM to ensure a standardized process and facilitate information sharing
- Perform regular and routine audits on the HRIS to ensure data integrity and the availability of all required information
- Supervise the archiving, retrieving and updating of information in the HR database and systems
- Monitor and track all queries / issues in the appropriate MIS / HR systems to ensure that the answers / solutions are provided in a timely and effective manner
- Develop and maintain users' procedures and guidelines to ensure that the required support and knowledge is provided to MIS and / or HRIS users
- Work closely with IT to ensure that the regular back-ups of HR database and systems are amended based on the new configurations prepared
- Test the newly updated HRIS to ensure that it's running effectively and serving the HR function as required
- Provide the required MIS and / or HRIS training and support, in coordination with the training and development team, to ensure that employees are familiar in using the MIS and / or HRIS

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Reporting

- Ensure management is provided with periodic as well as ad hoc reports, and feedback from internal analyses according to prescribed requirements, standards and procedures

Vendor Management

- Maintain relationships with vendors and provide the required support to vendors for carrying out the assigned MIS / HRIS activities
- Monitor performance of vendors and third-party service providers within own area and highlight in case of sub-optimal performance

Continuous Improvement

- Identify opportunities for continuous improvement of systems, processes and practices in order to facilitate cost optimization and productivity improvement

Policies, Systems, Processes & Procedures

- Follow all relevant departmental policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner

Related Assignments

- Perform other related duties or assignments as directed

4. Qualifications and Experience

Essential

- Bachelor's degree in Computer Application (3 years full time)
- Minimum 3 years of post-qualification experience in working on and preferably managing implementation and maintenance of MIS and HRIS software, systems and processes

Preferred

- Less than 30 years of age as on 1st January 2017
- Experience of working in a reputed private organization / multinational corporation (Revenue > 100 crores; Total employees > 100) in a MIS and / HRIS implementation and maintenance role
- Experience of working with state / central government / bilateral / multilateral organizations (e.g. World bank, DFID, UNDP, ADB)

5. Knowledge and Other Skill

- Good knowledge of various HR systems and database
- Knowledge of IT systems
- Analytical skills and attention to detail
- Basic interpersonal and communication skills

6. Competencies

		Basic	Proficient	Expert
i.	Strategic/Innovative Thinking	✓		
ii.	People First	✓		
iii.	Consultation and Consensus Building	✓		
iv.	Initiative & Drive	✓		
v.	Problem Solving	✓		

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Job Description



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>