

## Head – Research and Monitoring & Evaluation

### Responsibilities:

- Demonstrate initiative in identifying areas of growth and conceiving ideas for research programs and projects; contributes to the development of a strategic plan to grow and sustain a successful research group.
- Responsible for Monitoring & Evaluation of all SBF programs
- Tracks and assesses status of research tasks for projects
- Work with team members to identify project goals, research and monitoring & evaluation methods
- Analyze ways to collect data and offer recommendations on evaluating the project
- Review gathered research and analyze various sets of data and also verify that information on databases remains secure
- Develop proposals for assigned research
- Develop detailed methodology, work plan, study tools, budget for the assigned research and as per Foundation's regulations and procedures
- Monitor the project progress
- Liasoning with project stakeholders (Internal & External), including staff, partners and collaborators
- Developing study procedures; obtaining approvals; participate in the recruiting, training, and management of study staff; supervising the planning, implementation, and reporting of data collection; monitoring progress and providing regular updates to principal Investigators.
- Collaborate with local research partners/investigators and manage relations with local field work and data collection partners. Monitor compliance with study ethical provisions and consenting processes.
- Communicate and facilitate the use of research results for program improvement, scale up of best practices, and policy change
- Responsibilities include participation in stakeholder meetings, seminars, workshops, and conferences, and contributing to preparation of presentations, reports, and publication of papers in high-impact peer reviewed journals.
- Maintains a growing national or international reputation demonstrated by actively engaging in high-quality research and publication and presenting results at scientific conferences in an area of specialization
- Ensure proper and efficient financial and administrative management of SBF research, including adherence to work plans and budgets as well as compliance with local laws and customs, donor requirements, and Council policies and procedures
- Represent the Foundation to donors, collaborating agencies, policymakers, community beneficiaries, government institutions, and other stakeholders
- Participate in fundraising for the Council through identifying opportunities, cultivating partnerships, proposal development and donor stewardship
- Coordinate with institutes like John Hopkins and Harvard with regards to our Research and Monitoring & Evaluation studies and develop other academic relationships.
- Develop and Manage relationship with Research and Monitoring & Evaluation agencies.

### **Requirement:**

- PhD or Master's degree in Population Sciences/Social Sciences/ Public Health with at least 7 years of work experience in the related domain
- Experience in conducting surveys on nutrition, health etc. preferred
- High level of proficiency in at least one statistical package (SPSS/STATA/SAS), other data management packages and software (like, CS Pro), Excel, Access and Power point

### **Competencies:**

- Research Experience in a Leadership Role
- Experience in qualitative and quantitative data collection and analysis
- Research team management skills
- Good Planning and coordination skills
- Good training, communication and writing skills
- Ability to work with a diverse group and settings
- Proficiency in Hindi language. Knowledge of regional language is an asset, especially Marathi
- Must have Non – Profit organisation experience