

## Manager - Research and M&E

### Responsibilities:

- **Programmatic Experience:**
  - Minimum 5-8 years of hands-on experience in leading, conducting outcome/impact and evaluation studies and working with grassroots organizations/ community based organizations/ NGOs/INGOs. Working in the domains of health and education of adolescents will be a plus point.
  - Minimum 3-4 years' experience of working with programmatic monitoring and evaluation processes (Theory of Change, LFA, data collection, programmatic monitoring and evaluations etc.)
  - Planning, management, data analysis and reporting together with developing and implementing comprehensive M & E Strategies for the Project;
  - Development and strengthening institutional monitoring, inspection and evaluation procedures
  - Minimum 3-4 years of experience of leading and managing large field teams which might be located in other cities.
  - Experience of handling external research vendors/partners and their field teams
  - Ability to manage research budgets and costs Facilitation of knowledge building and knowledge sharing in the area of monitoring and evaluation
  - Building capacity of staff through training to ensure adoption of new/modified data monitoring tools and quality of data collected
  - Knowledge of working with individuals with different contexts and skill sets, ability to show empathy to colleagues while adhering to strict time-lines of the M&E function
  
- **Research Experience**
  - Minimum 5 years' experience in scientific research with grassroots organizations/ community based organizations/ NGOs/ INGOs
  - Minimum 2-3 years of leading and designing projects/ studies including quantitative and qualitative data is a must (collecting data, tool designing, analyzing secondary and primary data sets, making basic reports and analysis summaries)
  - Knowledge of MS Excel is must. Knowledge of statistical software like SPSS and qualitative software like Atlas Ti is preferable.
  - Ability to design and make effective research and M & E presentations.
  
- **Documentation skills**
  - Experience in leading teams towards process of structuring various reports, modules, training structures, visual aids for the M&E function.
  - Experience & Knowledge of writing scientific research papers, white papers, research study reports etc.
  - Experience & Knowledge for rapporteuring, documentation of training's, meetings etc. is a must
  - Experience in leading development of training modules will be a plus

### Requirement:

- Master's degree in Social sciences/ Statistics/ Social work/ Public health or any other relevant discipline. MPhil/PhD will be an additional advantage.

## Competencies:

- Polished written and spoken English and Hindi skills. Proficiency in Marathi will be an added advantage.
- Have excellent communication and listening skills
- Demonstrates openness to change and ability to manage complexities and to multitask under tight deadlines
- Demonstrates strong administrative skills and results oriented approach to work
- Ability to think quickly, resourcefully and improvise when necessary
- Creative self-starter with an ability to work independently and also as an integral part of a team to deliver results
- Focuses on deadlines/results and responds positively to feedback
- Consistently approaches work with energy, passion and a positive, constructive attitude
- Ability to undertake remote management as required
- Calm personality and demonstrated multiple stakeholder management skills is a plus.