

Job Description – Impact Officer

Designation	Impact Officer
Location	District Office
Employment type	Renewable fixed term contract
Report to	District Manager and Deputy Manager - Impact
Direct reportees	Impact Assistants

ORGANIZATION BACKGROUND

Educate Girls (www.educategirls.ngo) is holistically tackling issues at the root cause of gender inequality in India's education system. Our comprehensive model reforms government schools through community ownership and reaches up to 90% enrolment, higher attendance and improved learning outcomes for all girls. Founded in 2007, the non-governmental organization has a management and outreach office in Mumbai and operations in Pali, Jalore, Sirohi, Ajmer, Bundi, Rajsamand, Bhilwara, Udaipur, Jhalawar and Banswara in Rajasthan and Jhabua, Dhar and Alirajpur in Madhya Pradesh. At this period, the organization is set to grow, and expand its reach of services beyond Rajasthan and Madhya Pradesh. As such, we have committed to launching interventions in multiple new geographies across India over the coming 3 years.

Position

To track the progress of the program on the basis of main logical indicators of the program. To collect and analyse the data required for monitoring and evaluation purpose. The position involves intense travel in operational areas especially in blocks and villages. This could amount to 50-60% of the time based on programmatic need.

Job Responsibilities

1) Planning and review

- District Annual Plan Compilation (Compilation at Village, Cluster, Block, District Level) Once in a year
- Review of the district annual plan progress report to the District Manager

2) Monitoring and Analysis of Program Data Collection

- Lead the collection of program information on key indicators from the community, schools and other stakeholders for enhancement of the program.
- Train the staff in collecting various data, such as baseline, midterm evaluation studies, pre test, post test, etc
- Cross verifying the data collected by field staff (10% sample) in the above mentioned categories for validation.

3) Monitoring of Program process

- Process validation and checking of SMCs, Mohalla Meetings, GSS, Bal Sabha and SIPs.
- Similarly process validation and checking of Life skills | Enrolments | CLT | SMC Meeting and Orientation.
- Validate and verify the quality of program on the above deliverables against agreed results on an ongoing basis.

4) Reporting

- Directly responsible to ensure compilation and forwarding reports such as;
 - o Monthly Monitoring Report
 - o Monthly Progress Report
 - o Any other reports, tabulation as needed

5) Support to Other functions

- Participation in training programs organised by Program team
- Managing donor visits
- Support to IT team in roll out of mobile login, mobile data collection etc

Education, Qualification and Experience:

- Post Graduation in Economics, Statistics, Social Sciences or related field.
- Minimum 3-5 years of experience
- Proficient in the use of Microsoft excel and high computer literacy
- Fluent in Hindi, good in English

Knowledge and Skills:

- Advance in excel skills
- Observation and analytical skills
- Team player
- Planning
- Training skills
- Report writing skills

TO APPLY

Interested candidates with relevant experience are to e-mail their **CVs and covering letters** to jobs@educategirls.ngo

IMP:

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- Please clearly state **the role and district** that you are applying for in the email subject line.
 - Please clearly mention **current/last drawn compensation** and expected compensation.

For further details about organisation please visit www.educategirls.ngo

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"Educate Girls is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position."