

## Job Description – Assistant Manager – Impact

<b>Designation</b>	Assistant Manager – Impact
<b>Location</b>	Regional Office
<b>Employment type</b>	Renewable fixed term contract
<b>Report to</b>	National Manager Impact and Regional Manager
<b>Functional reportees</b>	Impact Officers
<b>Employment level</b>	Middle

### Organization Background

Established in 2007, Educate Girls (a project of 'Foundation to Educate Girls Globally') is holistically tackling issues at the root cause of gender inequality in India's education system that has helped to ensure over 90% enrolment and higher attendance as well as improved school infrastructure, quality of education and learning outcomes for all girls.

Our comprehensive model helps communities assess their school situation, initiate action plans and empowers them to sustain positive results at the lowest cost. Educate Girls believes that if girls in the most backward gender gap districts are educated now, they will have the potential to enter the formal economy, gain employment and lift their families out of poverty. By leveraging the government's existing investment in schools, Educate Girls delivers measurable results to a large number of beneficiaries and avoids duplication or parallel delivery of services.

Because of the sustainability and scalability of the model, Educate Girls has grown from a 500-school pilot project in the Pali district of Rajasthan to now serving thousands of schools, reaching millions of children in some of India's most remote areas. The non-governmental organization has a management and outreach office in Mumbai and operations in Rajasthan and Madhya Pradesh and is committed to launching interventions in multiple new geographies across India over the coming years.

For further details about organisation please visit [www.educategirls.ngo](http://www.educategirls.ngo)

### Our Values

<b>Gender Equality</b>	Being able to treat people equally irrespective of gender
<b>Integrity</b>	Possess the ability to “know and do” what is right
<b>Excellence</b>	Being outstanding or extremely good, striving to lead by performance excellence
<b>Collaboration</b>	Working effectively and inclusively with a range of people both within and outside of the organization
<b>Empathy</b>	Being able to understand and share the feelings of another and use that understanding to guide our actions

### Our Competencies

<b>Strategic Thinking</b> – Think big yet act focused	<b>Taking Ownership</b> – Feel responsible & accountable	<b>Analytical Thinking</b> – Stay true to your data
<b>Developing Talent</b> – Growing and taking people together	<b>Ensuring Alignment</b> – Think differently but work together	

### Job Profile

#### Overview of the role:

The Assistant Manager - Impact will work closely on technical aspects with the National Manager – Impact who is based at the headquarter office in Mumbai. The position will be responsible to implement the impact systems and processes and communicate outcomes to internal stakeholders. To do so, the position will be responsible to:

- Support design and implementation of a comprehensive strategy for monitoring, measurement and evaluation of intervention impact in assigned operational districts.
- Coordinate with the District Managers and District program officers/Training officers to plan and implement program monitoring and evaluation in the assigned operational districts.
- Work with District Impact Officers to ensure implementation of program monitoring and evaluation as per desired quality standards including anchoring trainings for field staffs, external resources and volunteers on various aspects of impact essentials.
- Support district units in smooth implementation of web based and android based impact operations.

**Areas of Responsibility:**

The position will be responsible to:

- Develop the implementation plan of impact assessment activities for the assigned districts as per the EG's impact manual and annual calendar.
- Manage the implementation of impact assessment activities in the assigned districts to include:
  - Training of staff including volunteers on data collection, recording, reporting and data processing.
  - Validating accuracy of data/information through triangulation of information from various stakeholders.
  - Ensuring data entry, error validation and report generation as per module in web based system PMS.
  - Managing subsequent data collection and tracking on status of progress during various stages of the intervention including pre and post intervention.
  - Managing data collection for any internal assessments that may be conducted during the course of intervention implementation.
  - Facilitating data collection and required coordination for external evaluations as required including donor driven evaluations.
- Coordinate and ensure smooth and error free reporting on internal monthly and quarterly progress reports.
- Develop and maintain effective feedback mechanism to ensure data and reports are available in a timely manner to support evidence based planning and decision making.
- Frequent Visits to districts and supervise the effectively and efficiency of the Impact systems and operations.
- Provide systematic inputs on gaps and bottlenecks in both implementation and assessment processes and offer recommendations for further improvement.
- Lead the implementation of various impact measurement process implemented directly by respective impact teams.
- Co-ordinate with other verticals like IT team for PMS and Mobile App operations.

**Preferred Education Background:**

- Post graduate degree. Preferably in any stream of Social Science, population studies, demography or statistics.

**Preferred Work Experience:**

- A minimum of 4-5 years of relevant work experience in monitoring and evaluation including.
- Experience in project or program MIS in web based systems.
- Experience in data processing and quality control mechanism.
- Preferably with experience in large volume data analysis and interpretation.
- Preferably with experience in the use of technology aids (Android based applications) for real time data gathering.

**Preferred Skill Set:**

- Fluent in written and spoken English and Hindi.
- Ability and willingness to travel up to 40-60% of the time in specific months to program areas at the state/district//block levels, as may be required.
- Proficient in MS Excel operations and basics in statistical software operations.
- Team player and ability to work in a multi-disciplinary environment with diverse set of employees

COMPENSATION : Up to 6 lpa CTC

**TO APPLY**

Please write to [jobs@educategirls.ngo](mailto:jobs@educategirls.ngo)

Please clearly state (1) Job Title, (2) Job Location, (3) Current Salary, (4) Expected Salary in your application.

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