

Key Position Information:	
Job Title	Audit Manager
Department	Impact
Position Location	HO
Type of Agreement	Renewable fixed-term contract
Position Reporting	Head QCAR (Quality Control, Audit and Research)
Position Reportees	State Quality Assurance Sr. Analyst
Position Level	L4

Educate Girls – An Overview:

Vision- We aim to achieve behavioural, social and economic transformation for all girls towards an India where all children have equal opportunities to access quality education.

Background- Educate Girls (a project of 'Foundation to Educate Girls Globally') is a non-profit organization that focuses on mobilizing communities for girls' education in India's rural and educationally backward areas. Strongly aligned with 'Right to Education Act' or the 'Samagra Shiksha' the organization is committed to the Government's vision to improve access to primary education for children, especially young girls. Educate Girls currently operates successfully in over 20,000+ villages in Rajasthan, Madhya Pradesh and Uttar Pradesh. By leveraging the Government's existing investment in schools and by engaging with a huge base of community volunteers, Educate Girls helps to identify, enrol and retain out-of-school girls and to improve foundational skills in literacy and numeracy for all children (both girls and boys). This helps deliver measurable results to a large number of children and avoids parallel delivery of Services.

We are at www.educategirls.ngo for detailed information on our vision, mission and programs.

Position Overview:

This position reports to the Head QCAR(Quality Control, Audit and Research) at Educate Girls. The incumbent will be responsible for measuring stakeholder engagement, organization's progress towards long term outcomes and to provide inputs on quality of data and processes used on the field. The incumbent plays a key role in managing the Audit function of the QCAR vertical by ensuring the team is collecting relevant data from the field to inform program quality and providing inputs into the long-term strategy of the Educate Girls. The incumbent will coordinate with Operations and Program team, Stakeholders, District team, Team Balika, SMC members, Girls and relevant community.

Planning and review

- Create and own the Annual Audit Plan
- Set targets and generate sampling strategies for the annual audit goals
- Review the annual plan on a monthly and quarterly basis
- Prepare progress and quality reports on a monthly, quarterly and annual basis

Design of Field survey and data collection for stakeholder engagement measurement and sustainability measurement and assurance

- Identify and ensure collection of program information on key indicators from the community, schools and other stakeholders for enhancement of the program.
- Design tools and questionnaires to collect qualitative and quantitative data on the field
- Ensure collection of high-quality information on the field using Survey CTO and related technology and tools
- Cross verify data for ensuring data fidelity of data collected by field staff.
- Conduct quantitative and qualitative data analysis to develop insights for program and operations team
- Present findings from the field to the CEO and CPO in a precise and impactful manner
- Feed inputs into the design of the quality and sustainability frameworks
- Report on quality of data and processes to inform external evaluation readiness
- Provide assistance to Impact Operations in roll out of tools and processes as and when required
- Visit EG geographies on a regular basis to pilot test tools and support Audit team members in conducting data collection on field

Reporting

- Coordinate and ensure smooth and error free reporting on the internal monthly progress report and the quarterly progress report for the Audit function
- Develop effective feedback loops to ensure data & reports and circulate impact feedback to all relevant parties regularly to support planning and decision making at all levels
- Any other reports, tabulation as needed

Support and Coordination

- Work closely with the Operations and Program Team to understand the program and provide quality insights in a timely manner
- Participation in training programs organised by Program team
- Provide support during External Evaluations visits
- Support to IT team in roll out of mobile login, mobile data collection etc.
- Upskill the Audit team to conduct qualitative data collections effectively on field

Desired Incumbent Profile:

Personality:

- Self-driven, result-oriented with a positive outlook and a clear focus on high quality output
- Excellent conceptual and analytical skills with experience of designing qualitative and quantitative data collection methods.
- Demonstrable ability to think strategically, innovatively and practically to ensure achievement of desired change objectives.
- Proactive approach to problem-solving with strong decision-making capability.

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Very strong interpersonal skills and the ability to build relationships with multiple stakeholders.
- Empathic and strong in communication, ability to see things from the other person's point of view.
- Ability to get along with variety of individuals and a team-player
- Sufficiently mobile and flexible to manage intense travel in operational areas especially in blocks and villages which could amount to 30% of the time based on programmatic need.

Technology skills:

- Must be adept in use of MS Office, particularly Excel, Word/Power Point, and ideally Access or similar database
- Open for learning and adapting to new technologies being introduced in the organization
- Have a fair understanding of data collection tools like Survey CTO
- Ability to generate dashboards on platforms like Google Data studio is a plus

Specific Job Skills & Values:

- Ability to compile, analyse and translate intervention of information and data into impactful information and data representation
- Ability to conduct qualitative research on field using various tools including surveys, focus group discussions etc.
- Analytical skills, documentation skills and a sound understanding of qualitative and quantitative research techniques
- Able to run data management tool or modules or software
- Ability to write and generate reports and dashboards of high quality
- Ability to lead a team across multiple states to drive achievement of outcomes with quality
- Demonstrated ability to cultivate relationships, collaborate with individuals in a culturally diverse setting and build consensus
- Ability to treat people equally irrespective of gender
- Integrity towards the work and ability to “know & do” what is right
- Striving to lead by performance excellence
- Working effectively and inclusively with a range of people both within and outside of the organization
- Ability to mentor and train adults
- Empathy

Adherence to Code of Conduct & EG Policies:

All existing & new employees shall ensure that they at all times act in compliance with EG’s laid down Code of Conduct & adhere to all Policies of EG, including but not limited to Workplace Harassment Policy, Sexual Harassment Prevention and Redressal Policy, Child Protection Policy, Code of Conduct Policy, Whistleblower Policy, Work from Home Policy, Diversity and Inclusion Policy etc. EG has a zero-tolerance policy for all forms of discrimination.

Preferred Education Background:

- Graduate degree

- Fluent in English with basic knowledge of Hindi

Preferred Work Experience:

- Minimum 5-8 years of related experience, including Monitoring and Evaluation
- High level of comfort with technology and data analysis is required even though an IT background is not necessary
- Experience collecting field level data through use of surveys and other data collection tools
- Experience designing qualitative and quantitative tools
- Experience of analyzing data thus collected
- Outstanding organizational and project management skills, and ability to manage multiple priorities in a fast-paced and changing environment.

Desired Competencies-

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