

## Job Description – Impact Officer

<b>Designation</b>	Impact Officer
<b>Location</b>	District Office
<b>Employment type</b>	Renewable fixed term contract
<b>Report to</b>	District Manager and Assistant/Deputy Manager - Impact
<b>Functional reportees</b>	Impact Assistant, Data Entry Operator
<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

### Overview of the role:

To track the progress of the program on the basis of performance 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 40-50% of the time based on programmatic need.

**Areas of Responsibility:** Program Planning Review, District Monitoring and Evaluation, Field visits and Reporting

**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 on monthly and quarterly basis to the District Manager and Regional impact
- Development of Impact Calendar for all impact team members

**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 collection process and formats, such as baseline, enrollment, retention, learning assessment, etc
- Coordinating with district impact staff for tracking data collection and on time data entry
- Cross verify the data collected by field staff (as per sample) for validation
- Managing web based MIS portal and mobile application for data management
- Development of District Dashboard and monthly update

**3) Monitoring of Program process**

- Process validation and spot checks of School Management Committees, Mohalla Meeting, Gram Shiksha Sabha, Bal Sabha and School Improvement Plans
- Validate and verify the quality of program on an ongoing basis
- Monitor the field visits of district impact team for cross verification and spot checks
- Compilation of the findings and presenting in the district meetings

**4) Reporting**

- Responsible for preparation and compilation of Monthly Reports
- Analysing the data for data quality, activity wise analysis – Enrollment, Retention and Learning Assessment
- Present data in monthly meetings at district and regional levels.
- Attend block level BO/FC meetings for handholding of field staff
- Manage the impact team at district level

**5) Support to Other functions**

- Participation in training programs organised by Program team
- Managing donor visits
- Support to other functions in terms of different data requirements
- Support to IT team in roll out of PMS Mobile Application

**Preferred Education Background:** Post-Graduation in Economics, Statistics, Social Sciences or related field

**Preferred Work Experience:** Minimum 3-5 years of experience

**Preferred Skill Set:**

- Advance user of Microsoft Excel with high computer literacy and MS Office, Fluent in Hindi, good in English, Observation and analytical skills, Presentation Skills, Team player, Planning, Training skills, Report writing skills

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