

## Job Description – Impact Assistant

<b>Designation</b>	Impact Assistant
<b>Location</b>	District Office
<b>Employment type</b>	Renewable fixed term contract
<b>Report to</b>	District Impact Officer
<b>Functional reportees</b>	None
<b>Employment level</b>	Junior

### 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:

Impact Assistant has to collect and analyze the data required for monitoring and evaluation purpose, support the Impact officer for implementation of the program monitoring activities in the district. 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.

**Areas of Responsibility:** Support to Program Planning and Monitoring, Field visits and reporting

**Program Planning and review**

- Team Balika Annual Plan Compilation (Compilation at Village, Cluster, Block, District Level) Once in a year for their allocated set of villages
- Review of the Annual plan on monthly and quarterly basis, report to Impact Officer and DM on monthly basis for their allocated set of villages

**Monitoring of Program Data Collection**

- Assist the Impact Officer to train the field staff in collecting various data, such as baseline, enrollment, retention, learning assessment, etc
- Cross verifying the data collected by field staff (on sample basis) in the above mentioned categories for validation for their allocated area.
- Approval of data submitted by Block Officer on MIS system through trace verification and manual matching.
- Monitor the data entry done by data entry operator on online/offline MIS.

**Monitoring of Program process**

- Process validation and checking of School Management Committees, Mohalla Meeting, Gram Shiksha Sabha, BalSabha and SIPs as per plan in their allocated area through Spot Checks
- GKP Classroom observation visits to schools
- Field Visits for Process verification to the allocated area
- Attend weekly meetings of BO/FC meetings in the blocks

**Support to Other functions**

- Participation in training programs organized by Program team
- Field Visits to monitor the program activities
- Managing donor visits
- Support to IT team in roll out of mobile login, mobile data collection etc

**Reporting**

- Assist the Impact Officer in compiling district level reports and presentations
- Participate in district monthly review meetings.

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

**Preferred Work Experience:** Minimum 2-3 years of experience

**Preferred Skill Set:**

- Diploma/Certificate in Computer Applications (Desirable)
- Good knowledge of Computer, Windows and Microsoft Office (Word, Excel, Power point)
- Fluent in Hindi, good in English
- Knowledge of local language

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