

Job Description – State Quality Assurance Analyst

Designation	State Quality Assurance Analyst
Department	Impact
Location	
Employment Type	Renewable Full Time Employment Contract
Report to	Quality Assurance Senior Analyst
Positions reporting to this role	-

Organization Background

Established in 2007, Educate Girls' is a non-profit that focusses on mobilising communities for girls' education in India's rural and educationally backward areas.

Strongly aligned with the 'Right to Education Act' or the 'Samagra Siksha', Educate Girls is committed to the Government's vision to improve access to primary education for children, especially young girls.

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

Our Values

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

Our 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	

Job Profile

This role is responsible for collecting field data to measure for stakeholder engagement, EG's progress towards long term outcomes and to comment on quality of data and processes used on field. This role plays a key position in the region to keep the RM abreast about quality and program implementation issues to ensure rapid course correction and inform long term strategy of EG.

Areas of Responsibility

- **Planning and review**
 - Support Head of Audit in preparation of Annual Audit plan.
 - Prepare the audit action plan and micro plan for your region.
 - Review of the Annual plan on Monthly and quarterly basis report
 - Provide reports to DM / MI (Audit) Impact on monthly and quarterly basis

- **Field survey and data collection for stakeholder engagement measurement and sustainability measurement and assurance**
 - Ensure the quality of data and data collection process for external evaluation readiness
 - To support in the tools and questionnaire development for all stakeholder surveys under Audit
 - To collect the information and data from the stakeholders for measurement of the program activities impact.
 - To identify, collection of program information on key indicators from the community, schools and other stakeholders for enhancement of the program.
 - Cross verify data quality of data collected by field staff.
 - Provide assistance to Impact Operations in roll out of tools and processes as and when required

- **Reporting**
 - Directly responsible to ensure compilation and forwarding reports such as;
 - Tracker update daily base
 - District visit report
 - Coordinate and Ensure smooth and error free reporting on the internal monthly progress report and the quarterly progress report for projects.
 - Any other reports, tabulation as needed
 - 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

- **Support to Other functions**
 - 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.

Education Background

Graduate degree in Social Science or similar areas

Work Experience

- Minimum 3-5 years of related experience, including Monitoring and Evaluation at an NGO
- High level of comfort with technology is required, for example, conceptual understanding of databases and mobile applications even though an IT background is not necessary
- Experience collecting field level data through use of surveys and other data collection tools
- Outstanding organizational and project management skills, and ability to manage multiple priorities in a fast-paced and changing environment

Skills Set

- **Soft skills:**
 - Ability to collaborate across verticals
 - Strong communication
 - Report writing
 - Task management
 - Time management
 - Strategic planning and execution
- **Technical skills:**
 - 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
 - Ability to compile, analyze and translate intervention of information and data into impactful information and data representation.
 - Ability to work on MS Excel, MS Word and MS Power Point

Travel requirement

Willingness to travel up to 90% of the time at the state/district/village level in programme geographies

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