

Key Position Information:	
Job Title	Impact Associate
Department	Impact
Position Location	District
Type of Agreement	Renewable fixed-term contract
Position Reporting	District Impact Specialist
Position Reportees	
Position Level	Junior

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.

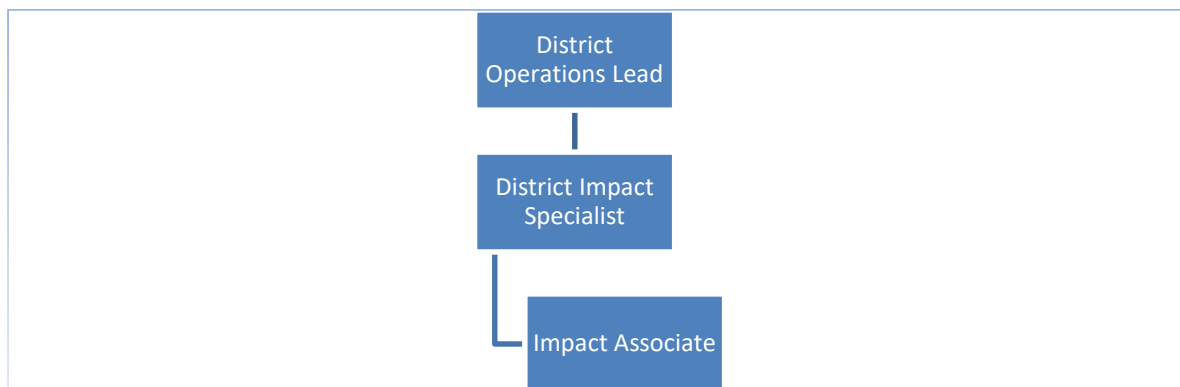
Background- Educate Girls (a project of 'Foundation to Educate Girls Globally') is a non-profit organization that focuses on mobilizing communities for girls' education in India's rural and educationally backward areas. Strongly aligned with 'Right to Education Act' or the 'Samagra Shiksha' the organization 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 District Impact Specialist. The Impact Associate has to collect and analyze the data required for monitoring and evaluation purpose, support the District Impact Specialist for implementation of the program monitoring activities in the district and liaison with Field staff, Block officer, district program team, Govt. school body and other stakeholders. The incumbent will also be responsible for reporting & field visits which requires intense travel based on programmatic requirement.

Position in the Organogram:



Position Key Responsibilities:

Planning and review

- Support and develop in district/block plan as well as impact function plan and plan for regular review on define indicators
- Plan and develop impact functional calendar and regular track and review
- Plan and ensure course correction as found in verification/validation
- Manage planning to track and review the program plan activities, regular data collection.

Monitoring and implementation of M & E and Program activities

- Ensure and manage timely data collection of all program activities and track as per plan
- Cross verifying the data or spot check 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.
- Process validation and checking of program activities like-E/R/L as per plan in their allocated area through Spot Checks
- Support and handhold with track of finding and insights in block and district level review meetings
- Support to roll out and monitor digital data collection
- Data monitor, data entry finalised and data approval and preparation done in time for internal/donor/govt reporting

Quality Assurance and Course correction

- Uphold the quality assurance with data and program delivery for respective district/block/village/school and ensure timely and quick course corrections in data and activities through sharing feedback and insights to program/ops.
- Updates available from start of activity and contain timely red flags and actionable insights to FC/Block/District
- Regular quality monitoring updates, including QA done and insights cascaded from FC to block to district
- Ensure quality on collected data and process verification by timely Cross verification and spot observation as well as timely data entry
- Ensure data review and activities web/PMS approval with high standard quality with timely and course correction

Documentation

- Manage all documentation and ensure all forms are filed timely with up to date as followed standard practice (Filing system).
- Manage and maintain hardcopies-In ward and out ward as reported

Training and people development

- Participation in training programs organized by Program team/impact function
- Train the field staff on data collection process/tools guidelines etc.
- Ensure handhold and support to build functional skills of new joiner, support to IO for induction of new joiners as required
- Ensure and support to field staff on efficiency of data collection and process at field and at other available platforms

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. 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 communicator, 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 60-70% of the time based on programmatic need.

Work Life Balance: Must be mature and domestically secure. Able to manage travel without upsetting domestic situation. Able to work extended hours on occasions when required.

Technology skills: Must be adept in use of MS Office, particularly Excel, Word/Power Point, and ideally Access or similar database to basic level, Internet and email. Open for learning and adapting to new technologies being introduced in the organization.

Specific Job Skills & Values:

- Sound contextual knowledge of local issues, organizational relationships, social and cultural constraints and realities, and environmental conditions, Right to Education, Child Psychology, and Community Motivation
- Ability to manage data and data analysis skills, software proficiency or software application/web/android web friendly.
- Able to run data management tool or modules or software
- Demonstrated ability to cultivate relationships, collaborate with individuals in a culturally diverse setting and build consensus;
- Ability to multitask and perform under stress situation
- 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
- 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 in Economics, Statistics, Social Science or related subject, Diploma/certification in Computers
- Fluent in Hindi and local dialect and basic knowledge of English

Preferred Work Experience:

- Minimum 2-3 years of experience in relevant field

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