



**Data Officer**

Department: QAMIS Impact  
Location: Rajasthan  
Level: L6

Information Links

[www.educategirls.ngo](http://www.educategirls.ngo)

[Educate Girls receives the 2025 Ramon Magsaysay Award](#)

[Founder Safeena's TED Talk , April 2019](#)

[2023 WISE Prize in Education](#)

[Worlds First Development Impact Bond in Education](#)

[First TED Audacious Project to be chosen from Asia](#)



## **Join Us in Transforming Lives:**

Educate Girls is an award-winning non-profit working to ensure that every girl in India's rural and educationally marginalised communities has access to quality education.

**In 2025, Educate Girls became the first Indian organisation to receive the Ramon Magsaysay Award, Asia's highest honour.**

Since 2007, we have partnered with state governments and local communities to identify out-of-school girls, support their enrolment and retention, and strengthen foundational learning for all children. Our second-chance program also helps adolescent girls and young women complete their Grade 10 and 12 educations while building life skills and agency.

With a network of more than 55,000 community volunteers, Educate Girls has enrolled over 20 lakhs girls and improved learning outcomes for over 24 lakh children across 30,000 villages in Rajasthan, Madhya Pradesh, Uttar Pradesh, and Bihar.

### **Over the next 10 years, Educate Girls aims to impact 10 million learners by:**

- Continuing 'Vidya', our Back-to-School Program, which identifies out-of-school girls (ages 6-14), supports enrolment and retention in government schools and strengthens foundational learning and life skills.
- Scaling up India's largest second-chance education initiative 'Pragati', targeting adolescent girls and young women (ages 15-29) who drop out due to societal barriers & systemic gaps and are now ineligible for formal schooling. Pragati delivers village-based learning camps to build life skills, enhance agency and enable learners to earn their Grade 10 certifications through State Open Schools.
- Strengthening open schooling systems in 12 states through Technical Assistance Units (TAUs) in partnership with the government. These units focus on improving access to and the quality of State Open Schools to support learners in the Pragati program.
- Together, these programs embody our mission to ensure that every girl is included, educated, and empowered - driving lasting transformation in education and gender equity across India

## About the role:

### Scope & overview of the role

The Data Officer plays a key role in strengthening monitoring and data quality systems for Pragati at the state level. The role ensures accurate and complete data collection, conducts monitoring visits, analyses program and monitoring quality trends and generates actionable insights for timely decision-making and course correction. The Data Officer also provides technical and capacity-building support to field teams, promoting effective data usage and improving overall program quality across districts

### Core responsibilities

#### 1. Monitoring & Quality Assurance

- Conduct monitoring visits to generate field-level quality insights.
- Analyze monitoring data and recommend corrective actions.
- Escalate data quality and implementation risks in a timely manner.
- Support development, pilot testing, and refinement of QA tools.
- Prepare monitoring and field visit reports.

#### 2. Data Monitoring & Analysis

- Review and ensure completeness and accuracy of collected data.
- Identify missing or inconsistent data and follow up for correction.
- Provide regular updates on program performance.
- Support data analysis for review meetings and governance forums.
- Present and visualize insights through dashboards and PPTs.

#### 3. Digital & Technical Support

- Support digital data collection tools (Survey CTO, PPA, etc.).
- Provide field-level technical support for resolving data collection issues.
- Promote the use of Pragati digital platforms (Chatbot, QR codes, dashboards).
- Coordinate with PPA /impact and field teams to resolve tech-related issues.

#### 4. Training and Capacity Building

- Support for facilitating training on data collection or recording/M&E activities/tools.
- Train field teams and partners on dashboards and automated provided data links
- Build capacity of the partners Impact team/PC/Prerak/Data officer to ensure data quality and monitoring and data usages

### Preference- What we want:

- Understanding of M&E concepts
- Strong proficiency in Excel / Google Sheets / PowerPoint
- Data analysis and insight generation skills
- Experience with digital data tools (Survey CTO / Kobo preferred)
- Strong communication and training facilitation skills

### Preferred Education Background:

- Bachelor 's degree in social sciences, Development Studies, Statistics, or related field.



**Preferred Work Experience:**

- Minimum 2 to 4 years of experience in Data Analysis/ Monitoring & Evaluation, preferably in education or social sector programs.

**Preferred Skill Set:**

- Fluent in Hindi (spoken & written); working knowledge of English
- Willingness to travel up to 50-70% of the time in specific months to program areas at the state/district//block levels, as may be required.

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