

POSITION: Manager- Monitoring and Evaluation

NO. OF POSITIONS: 2

LOCATION: Mumbai

DESCRIPTION: The Manager- Monitoring and Evaluation supports the Head, Monitoring and Evaluation and is responsible to manage for managing the implementation of the Monitoring and Evaluating programs at Bright Future.

The objectives of the role are to ensure that the expected outcomes of all Bright Future's programs are clearly understood and articulated by the organization and to ensure that the measurement of these outcomes is done regularly and with accuracy. This will help Bright Future to clearly articulate the impact of the program to donors, beneficiaries and other stakeholders, which will in turn strengthen the program and organisation's sustainability.

RESPONSIBILITIES:

Implement monitoring and evaluation tools and establish the systems.

- To capture the result based management approach, capture programme impact and ensure programme quality, relevance, efficiency, effectiveness, sustainability and its accountability.
- Participating in and providing support to project design activities including development of Log Frames, SOP, 5yr outcome, assessment document

Ensure the use of EIS by centres through hands-on technical assistance.

- Looking at target v/s achievements program wise and centre wise

Undertake timely periodic field visits and program audits.

- To provide continuous programme assessment and analysis and make recommendation for appropriate adjustments to address key challenges to programme management.

Reports& Documentation

- Analyze the available information (preliminary and secondary i.e. EIS (software used at Bright Future) and share findings with Operations team for corrective actions and measures of the programme.
- Draft the content for annual reports, adhoc assessments, or other organizational documents like SOPs
- Designing new and renewing existing proposals

Training

- Organize training and workshop to staff on M&E tools for data collection and analysis

COMPENSATION: Best in the Industry

REQUIRED QUALIFICATIONS AND EXPERIENCE

Qualifications: Post Graduate Qualification in MBA (operations management specialization preferred) or an equivalent qualification in the areas of Program and Project Management (e.g. PMP)

Years of Experience : 2-4 years of experience in Project management and Program evaluation and analytics

REQUIRED KNOWLEDGE

- Ability to present a picture of the work being done and the impact till date at any given time to External stakeholders, Internal management and HODs/middle management
- Streamline tools to monitor and evaluate work done at the program level
- Train or provide inputs to middle management to ensure more efficient and effective work

REQUIRED SKILLS

- Ability to design tools for data analysis and conduct data collection, analysis and presentation for the purposes of M&E
- Training and Facilitation Skills
- Ability to plan and organise Work
- Stakeholder Management
- Presentation skills
- Communication skills in English, Hindi and Local Language
- MS Office and MIS Software