

Monitoring and Evaluation Volunteer

Background

Atma requires a Monitoring & Evaluation (M&E) volunteer to support the Monitoring & Evaluation activities at its partner organisations. The major role of the volunteer is to build a complete Monitoring & Evaluation system for one of the partner organisations.

Location:	<i>Pune</i>
Time Commitment:	<i>Full Time</i>

No.	Key Job Areas
	<ul style="list-style-type: none"> ● Conduct an M&E audit to evaluate existing tools and processes used by the organisation. ● Create an indicator list based on the Logic Model of the organisation. ● Create data collection tools and an implementation plan to collect the data. ● Create data trackers and an implementation plan to capture and analyse the data. ● Update existing reporting structures with the organisation's communications team.

Skills	Knowledge/ Experience	Competencies
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Microsoft office skills, especially Excel.	Education and prior work experience in Monitoring and Evaluation.	Ability to communicate well with the Partner organisation's leaders and use their inputs to design the M&E system.
Ability to research M&E systems of other similar organisations.		Friendly and professional demeanor.
		Excellent coordinating skills, positive and energetic attitude.
		Strong desire to meet goals and commitments.
		Self starter.
		Able to deal with ambiguity.
		Maturity.