Executive - Research and M&E

Responsibilities:

- ➢ **Programmatic & Research Experience:**
  - o Minimum 4 - 6 years of hands-on experience in scientific research, leading, conducting outcome/impact and evaluation studies and working with grassroots organizations/community based organizations/ NGOs/INGOs. Working in the domains of health and education of adolescents will be a plus point.
  - o Minimum 2 - 4 years' experience of working with programmatic monitoring and evaluation processes (Theory of Change, LFA, data collection, programmatic monitoring and evaluations etc.) and leading and designing projects/studies including quantitative and qualitative data is a must (collecting data, tool designing, analyzing secondary and primary data sets, making basic reports and analysis summaries)
  - o Planning, management, data analysis and reporting together with developing and implementing comprehensive M & E Strategies for the Project;
  - o Experience of leading and managing large field teams which might be located in other cities and of handling external research vendors/partners and their field teams
  - o Ability to manage research budgets and costs Facilitation of knowledge building and knowledge sharing in the area of monitoring and evaluation
  - o Building capacity of staff through training to ensure adoption of new/modified data monitoring tools and quality of data collected
  - o Knowledge of working with individuals with different contexts and skill sets, ability to show empathy to colleagues while adhering to strict time-lines of the M&E function
  - o Knowledge of MS Excel is must. Knowledge of statistical software like SPSS and qualitative software like Atlas Ti is preferable.
  - o Ability to design and make effective research and M & E presentations.
- ➢ **Documentation skills**
  - o Experience in leading teams towards process of structuring various reports, modules, training structures, visual aids for the M&E function.
  - o Experience & Knowledge of writing scientific research papers, white papers, research study reports etc.
  - o Experience & Knowledge for rapporteuring, documentation of training's, meetings etc. is a must
  - o Experience in leading development of training modules will be a plus

Requirement:

- o Master's degree in Social sciences/ Statistics/ Social work/ Public health or any other relevant discipline.
- o MPhil/PhD will be an additional advantage.

Competencies:

- o Have excellent communication (verbal & written - English, Hindi, Marathi) and listening skills
- o Openness to change and ability to manage complexities and to multitask under tight deadlines
- o Demonstrates strong administrative skills and results oriented approach to work
- o Ability to think quickly, resourcefully and improvise when necessary
- o Creative self-starter with an ability to work independently and also as an integral part of a team to deliver results
- o Focuses on deadlines/results and responds positively to feedback
- o Consistently approaches work with energy, passion and a positive, constructive attitude
- o Ability to undertake remote management as required
- o Calm personality and demonstrated multiple stakeholder management skills is a plus.

Contact Details:

Interested Candidates may kindly send their Resume along with a cover letter and reference source mentioned in the subject to **careers@salaambombay.org**