



Role: Monitoring and Evaluation Associate	Reporting to: Monitoring and Evaluation Head
	Location: Pune/Bangalore Travel involved within and outside city
Summary: The Monitoring and Evaluation (M & E) Associate will be responsible for managing M& E processes while supporting the M & E Head. S/He will also be responsible for coordinating and supporting the M&E Head and Research and Evaluation Manager on external evaluations.	



<p>Job Responsibilities</p> <ul style="list-style-type: none"> • With support of M&E Head, create and track processes for easy collection of on-going data • Collecting and collate on-going data – student level, teacher level, school level, system level; from CPM visits in their record book, check-in summaries, student assessments, SL self-evaluation. SL feedback on workshops + school support and SL surveys • Coordinate with logistical needs for external evaluation partners. • Review and provide feedback to programmes on the quality of methodologies established to collect monitoring data • Establish an effective system for assessing the validity of monitoring and evaluation data through a review of activities and completed monitoring forms/databases • Implementation of monitoring and evaluation activities • Coordinate the preparation of all monitoring and evaluation reports; • Prepare consolidated progress reports for the M&E Head including identification of problems, causes of potential bottlenecks in implementation, and providing specific recommendations; • Check that monitoring data are discussed in the appropriate forum such as the Programme Leads Meeting and in a timely fashion in terms of implications for future action • Managing the Data PoCs in each city, and creating and implementing a training and support plan for them. <p>Qualification & Experience</p> <ul style="list-style-type: none"> • Bachelor’s or equivalent degree required, preferably in the social sciences with some coursework on evaluation, statistical analysis, etc. • Minimum 1-3 years of work experience, ideally in education or M&E and research <p>Additional skills</p> <ul style="list-style-type: none"> • Thorough knowledge of Microsoft Excel and Data collection tools • Ability to gather, analyze and read data to make meaningful information and identify trends • Ability to write coherent and detailed reports in which data – both qualitative and quantitative – is reflected accurately
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- Excellent communication skills both written and oral in English
- Ability to work to deadlines
- Ability to plan and to follow through planning to implementation
- Ability to design monitoring tools
- Excellent Microsoft Word and Powerpoint skills
- Comfortable with Google apps for business -Gmail, Google Drive, Google Calendar etc.

Contact

- Interested candidates may email their resume and cover letter to hr@indiaschoolleaders.org with subject line - “Application for Monitoring and Evaluation Associate”