

## JOB TITLE: Assistant Manager - Monitoring And Evaluation

LOCATION: MUMBAI

DESCRIPTION: The Assistant Manager- Monitoring and Evaluation supports the manager in Monitoring and Evaluating programs at Bright Future.

### RESPONSIBILITIES:

#### Report Writing:

- Assisting donor report writing, preparing draft narrative reports.

#### Data Management & Follow up with program team:

- Data follow up with program team to ensure timely data update at MIS-Aasaan. Support M & E manager for internal data management.

#### Execute research projects:

- Develop tools, analyse data, prepare draft research reports, Support needs based secondary research, Conduct surveys as per requirement of the pilot projects. **Undertake timely periodic field visits and program audits**

COMPENSATION: Best in the Industry

### REQUIRED QUALIFICATIONS AND EXPERIENCE:

**Qualifications:** Post Graduate Qualification in science/mathematics/statistics/ social science or management (operations management specialization preferred) or an equivalent qualification in the areas of Program and Project Management (e.g. PMP)

**Years of Experience:** 2-3 years of experience in Program evaluation, analytics & research

**Desirable:** Statistical software experience , field survey

### REQUIRED KNOWLEDGE:

- Research designing process
- Data analysis & use of MS excel
- Experience of monitoring & evaluation mechanisms

## REQUIRED SKILLS

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