JD for Assistant Manager - M and E

Organisation Overview	Bright Future is an NGO based in Mumbai that empowers youth to make informed decisions about their career and thus enables them to transform their passion into gainful employment through life skills development, career development, mentoring support, internships and placement opportunities. Bright Future also builds capacities of key stakeholders like parents and schools who play an instrumental role in creating a conducive environment for enabling youth to make informed decisions independently pertaining to their career and life.
Organisation Information	Website - https://brightfutureindia.org/ Email -
Job Title	**Assistant Manager - M And E**
Job Location	Mumbai
Employee Type	Full Time
Reporting to	Manager -M and E
Job Requirements	**DESCRIPTION:** The Assistant Manager- Monitoring and Evaluation supports the manager in Monitoring and Evaluating programs at Bright Future. **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
Job 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**
Educational Requirements	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)
Work experience	2-3 years of experience in Program evaluation, analytics & research
Desirable	Statistical software experience , field survey