

JOB DESCRIPTION:

Senior-Associate (Monitoring and Evaluation)

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Position Details

Location:	Mumbai
Remuneration	Rs. 45,000 to Rs. 55,000 based on experience
Type of Employment:	Full-time
Duration of Contract:	2 years with the possibility of extension
Application Deadline:	10 th June, 2018
Expected Start Date:	On or before 1 st August, 2018

About The Organisation

Aparna Bhasin Consulting (ABC) provides guidance and support to not-for-profit organisations, foundations, educational institutions and CSR campaigns. ABC specialises in the areas of education, child and adolescent development, and related social campaigns. We use an evidence-based approach to projects, and strongly believe in capacity development, involving partners throughout the process. We provide services in areas including, but not limited to: strategic and programmatic design and planning; capacity development and training; educational content development; and research and evaluation.

Summary of the Role

Aparna Bhasin Consulting is a young and energetic company with multiple opportunities for professional growth. The candidate will work to meet client needs primarily in the area of the company's Research and Evaluation vertical. This will include designing M&E frameworks and processes, conducting primary and secondary research, and analysing and reporting on data.

Examples of evaluation projects conducted in the past include designing and evaluating: the impact of a Sports for Development programme on middle and secondary school students; the impact of a training programme for facilitators on student beneficiaries; the long-term impact of a mentoring program on the life skills of adolescents.

Additionally the candidate will have the opportunity to explore and develop new skills by actively participating in our other areas of work. This would include conceptualising development-sector programs, creating program frameworks, participating in capacity building workshops and trainings and many more. The candidate may also collaborate on strategic direction and business development activities for the overall growth of the organisation.

You can read more about the partners we work with, the projects we work on, and about our team at www.aparnabhasinconsulting.com

Duties & Responsibilities

The Candidate will be responsible for various tasks, both for Client Projects, and for Organisational Development. These tasks include:

- Supporting the design of monitoring, evaluation and reporting frameworks
- Creating the relevant tools for data collection and collation
- Conducting, or supporting, the training of stakeholders, especially with regard to data collection and collation
- Conducting secondary research and analysis to provide the evidence-base for projects
- Conducting quantitative and qualitative primary research
- Compiling and analysing data received from clients' M&E activities
- Creating reports on findings for data analysis
- Supporting in the design of educational programs and their frameworks
- Providing support for other types projects when required
- Other administrative tasks as required

N.B. – The role requires occasional travel to client locations in urban or rural parts of India. The candidate must be willing and able to travel independently.

Desired Skills & Experience

Candidates interested in the position should meet the following criteria:

- Minimum Undergraduate degree in any discipline and 2-4 years of work experience in quantitative data analysis
- OR
- Minimum Graduate degree in any discipline and 1-2 years of work experience in quantitative data analysis
 - Experience in the not profit and/or education sector is beneficial
 - Fluency in English and Hindi
 - Additional fluency in other Indian languages beneficial
 - Excellent data or statistical analysis skills
 - Excellent verbal and written communication skills
 - Proficiency in Microsoft Word, Excel and PowerPoint
 - Keen interest to learn and explore new skills
 - Demonstrable ability to work both independently and collaboratively
 - Self-motivated and organised, with an attention to detail
 - Ability to work on multiple concurrent tasks

Application Process

To apply, please send the following documents to info@aparnabhasinconsulting.com:

- Updated CV
- Letter of Motivation, which includes the following:
 - Why you are qualified for the role
 - Any relevant experience matching the expected duties and responsibilities

Important: Please mention the following in the Address Line - “[Name] - Application for Senior Associate - Monitoring & Evaluation”