

Job Description – Assistant Manager

Reporting To: Deputy General Manager (DGM)

Salary : 30k per month

Role Summary

The Assistant Manager will support the implementation, monitoring, and operational coordination of ELF's educational initiatives, particularly the program. The role involves testing coordination, data analysis and reporting, operational support, field coordination, documentation, audits, and administrative assistance to ensure effective program delivery.

Key Responsibilities

1. Program Testing & Academic Monitoring (KKP)

- Support planning and execution of student assessments and testing activities.
- Ensure proper data collection, compilation, and documentation of test results.
- Track academic progress and learning outcomes of children across centres.
- Assist in improving evaluation systems and reporting formats.

2. Data Analysis & Reporting

- Analyze program data and prepare concise summaries, reports, and dashboards.
- Support impact assessment, outcome tracking, and documentation.
- Maintain accurate program records and data management systems.

3. Operational Support

- Assist the DGM in day-to-day operational coordination across projects.
- Facilitate communication between centres, staff, and management.
- Support audit of all project activities.

4. Coordination, Visits & Documentation

- Participate in field visits, centre monitoring, and stakeholder meetings.
- Document observations, best practices, and areas of improvement.
- Support event coordination, training sessions, and project reviews.

5. Compliance, Audits & Administration

- Assist in documentation for audits, reporting requirements, and compliance processes.
- Maintain records, files, and supporting documents systematically.
- Support organizational reporting to donors, partners, and stakeholders.

6. Additional Responsibilities

- Provide administrative and coordination support as assigned by the organization.
 - Contribute to organizational development, process improvements, and special projects.
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Required Qualifications & Skills

- Graduate/Postgraduate in Social Work, Education, Management, or related field.
 - Experience in NGO/education sector preferred.
 - Strong data analysis, documentation, and reporting skills.
 - Proficiency in MS Excel, Word, PowerPoint, and basic data tools.
 - Good communication, coordination, and organizational abilities.
 - Willingness to travel for field visits and monitoring.
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Key Competencies

- Analytical thinking and attention to detail
- Team coordination and multitasking ability
- Commitment to social impact and community development
- Strong organizational and problem-solving skills

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