About the organization:

Organization envisions a world where women and children do not suffer from preventable health conditions. We believe that every mother and each child deserves an equal start to a healthy life. We support the public health system deliver solutions at scale, to improve maternal and child health outcomes, by partnering with government and communities.

Duty Station: Delhi

Responsibilities:

- Coordinate with the field team, program lead, and senior management to design and implement the M&E frameworks (Theory of Change and Log-framework) for community innovations and supply-side programs in the intervention blocks in alignment with project objectives and donor requirements.
- Draft questionnaires and trackers to monitor activities, outputs and outcomes in close coordination with Subject-matter experts.
- Coordinate with the M&E cell and program team to support and strengthen ongoing M&E system design and implementation.
- Support the field team by troubleshooting data issues, providing guidance, and capacity building on data-related skills.
- Support and coordinate with the M&E cell, program lead, and senior management on designing and implementing a DBMS (Database Management System) in the organization.
- Conduct qualitative and quantitative assessments, to monitor quality of data collection and share learnings with team to improve data quality.
- Manage databases and ensure data quality assurance processes to ensure accurate and timely capture, entry, cleaning, and analysis of project data.
- Analyse monitoring and evaluation data to identify trends, challenges, and opportunities for program improvement and learning.
- Prepare regular reports, dashboards, and analytical presentations on project progress, achievements, and lessons learned for internal and external stakeholders.
- Contribute to knowledge management and dissemination efforts by supporting the documentation of best practices, case studies, and success stories.
- Ensure compliance with ethical standards, data privacy, and confidentiality requirements in all monitoring and evaluation activities.

Skills and Qualifications:

- Bachelor's degree in public health, social sciences, statistics, or a related field. Master's degree preferred.
- At least 2-3 years of relevant experience in monitoring and evaluation for Associate role and about 6-8 for Sr. Associate role, preferably in maternal and child health or community development projects.
- Strong quantitative and qualitative research skills, including experience with data collection, analysis, and interpretation.
- Proficiency in statistical software (SPSS or STATA) and data visualization tools (e.g., Tableau, Power BI) and Advanced Excel
- Excellent written and verbal communication skills, with the ability to communicate technical information effectively to diverse audiences.
- Experience working with databases and data management systems.
- Familiarity with M&E frameworks, indicators, and methodologies.
- Ability to work independently, prioritize tasks, and meet deadlines in a fast-paced environment.
- Strong interpersonal skills and the ability to work effectively in multicultural teams.