

The organisation established in 2009, is a Public Charitable Trust that works towards creating an equitable society to enhance quality of life for all through the empowerment of marginalized and underprivileged communities in India. The organisation works for the Health and Wellbeing of remote and under-served groups, with an additional focus on children, persons with disabilities and women. This organisation also works for holistic Education and Livelihood development of our communities. Our Two-Fold Strategy involves identifying and working within Aspirational Districts and high poverty index in the North, North-East and East regions within specific states, as well as catering to lower income and migratory populations in cities, through urban programs.

Over its 15 years of existence, The organisation has reached more than 35 million beneficiaries through its programs. This organisation works with communities through direct implementation of projects on the ground in addition to providing local management and monitoring support to not for-profit organisations in India funded through organisation USA and RIST.

Location of Job: Head Office, Gurugram, Haryana

Department: Monitoring & Evaluation

Reporting To: Senior Manager - MEL

Travel: 30% (as per project requirements)

Job Purpose :

The Manager – Monitoring, Evaluation and Learning (MEL) is responsible for providing end-to-end Monitoring, Evaluation and Learning support across all thematic areas in India. The role involves close collaboration with program teams, partners, and stakeholders to ensure evidence-based implementation, performance tracking, and continuous learning. Approximately 70% of the role will be dedicated to managing MEL systems, data operations, and program performance metrics. The remaining 30% will be devoted to leading or supporting research initiatives, knowledge products, and publications.

Duties & Responsibilities

1. Monitoring & Evaluation (70%)

- Design and implement project specific M&E frameworks, including theory of change, performance indicators, and data collection tools.

- Lead the development and roll-out of digital/paper-based MIS systems.
- Oversee timely, accurate, and high-quality data collection, analysis, and reporting processes to facilitate evidence-based decision-making.
- Manage data repositories and maintain institutional MEL documentation for compliance and reporting.
- Manage data collection and visualization tools (CommCare, KoBoToolBox, and Power BI) for real-time data use.
- Develop project specific DQA system and ensure smooth implementation.
- Conduct regular field visits for data quality assurance and technical monitoring.
- Train program staff, MEL/MIS and partners on M&E systems and tools.

2. Research, Learning, and Publications (30%)

- Develop and lead research studies, evaluations, and assessments aligned with organizational priorities.
- Draft research proposals and Requests for Proposals (RfPs) in coordination with program and regional MEL teams.
- Select and manage research partners, consultants, and field investigators as per the organisation's guideline/protocol.
- Supervise data collection, ensure quality control, and resolve field challenges.
- Review and finalize research reports for dissemination, and develop impact stories and knowledge products.
- Contribute to publication of research findings in journals or knowledge platforms.
- Undertake any other duties or responsibilities as assigned by the supervisor in alignment with organizational needs and priorities.

Educational Qualifications

- Master's degree in social science / population studies / demography / bio-statistics / statistics / data science or related subjects from a reputed educational institution.
- Additional certifications in M&E systems, research methodology, data analytics, or project management will be an asset.

Functional/Technical Skills and Relevant Experience & Other requirements (Behavioral, Language, Certifications etc.)

- 8 - 12 years of progressive experience in Monitoring & Evaluation, data management systems, and applied research within the development or public sector.
- Proven experience in designing and managing M&E frameworks, data collection tools, and performance measurement systems across large-scale programs.
- Hands-on experience in leading or contributing to research studies, impact evaluations, and learning reviews.
- Demonstrated ability to manage MIS systems and digital data platforms (e.g., CommCare, Survey CTO, ODK, KoboToolbox, DHIS2, Power BI and Tableau).
- Proficiency in statistical and data analysis tools such as Advanced MS Excel, SPSS, STATA, or R.
- Experience in synthesizing data into actionable insights for reports, presentations, and strategic decision-making.
- Understanding of ethical principles in research and data privacy standards.

Interested candidates please send your cv at :- contact@pmspl.net.in