

Job Description – Impact Assistant

| | |
|------------------|-------------------------------------|
| Designation | Impact Assistant |
| Location | District Office |
| Employment type | Renewable fixed term contract |
| Report to | Impact Officer and District Manager |
| Direct reportees | Research Assistants |

Organization Background

Educate Girls (www.educategirls.ngo) is holistically tackling issues at the root cause of gender inequality in India's education system. Our comprehensive model reforms government schools through community ownership and reaches up to 90% enrolment, higher attendance and improved learning outcomes for all girls. Founded in 2007, the non-governmental organization has a management and outreach office in Mumbai and operations in Pali, Jalore, Sirohi, Ajmer, Bundi, Rajsamand, Bhilwara, Udaipur, Jhalawar and Banswara in Rajasthan and Jhabua, Dhar and Alirajpur in Madhya Pradesh. At this period, the organization is set to grow, and expand its reach of services beyond Rajasthan and Madhya Pradesh. As such, we have committed to launching interventions in multiple new geographies across India over the coming 3 years.

Overview of the Role

The Impact Assistant has to collect and analyze the data required for monitoring and evaluation purpose, support the Impact officer for implementation of the planned monitoring and evaluation activities in the district.

Job Responsibilities:

Task 1:

Program Planning and review

- Team Balika Annual Plan Compilation (Compilation at Village, Cluster, Block, District Level) Once in a year for their allocated set of villages.
- Review of the Annual plan on quarterly basis, report Impact Officer | DM on quarterly basis for their allocated set of villages.

Task 2:

Monitoring of Programme Data Collection

- Assist the Impact Officer to train the field staff in collecting various data, such as baseline, midterm evaluation studies, pre test, post test, etc
- Cross verifying the data collected by field staff (10% sample) in the above mentioned categories for validation for their allocated area.

Task 3:

Monitoring of Program process

- Process validation and checking of SMCs, Mohalla Meetings, GSS, BalSabha and SIPs as per agreed numbers / percentage in their allocated area.
- Similarly process validation and checking of Life skills | Enrolments | CLT | SMC Meeting and Orientation as per agreed numbers / percentage in their allocated area.

Task 4:

Support to Other functions

- Participation in training programs organized by Program team
- Managing donor visits
- Support to IT team in roll out of mobile login, mobile data collection etc

Task 5:

Reporting

- Assist the Impact Officer in compiling district level reports.

Education and other required qualifications/experience/skills for the job:

- Graduation in Economics, Statistics, Social Sciences or related field.
- Minimum 1-3 years of experience
- Good knowledge of computer, Windows and Microsoft Office applications (Word and Excel)
- Fluent in Hindi, good in English

TO APPLY

Interested candidates with relevant experience are to e-mail their **CVs and covering letters** to jobs@educategirls.ngo

IMP:

- Please clearly state **the role and district** that you are applying for in the email subject line.
- Please clearly mention **current/last drawn compensation** and expected compensation.

For further details about organisation please visit www.educategirls.ngo

"Educate Girls is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position."