

Job Description – State Quality Assurance Analyst

Designation	State Quality Assurance Analyst (SQAA)
Department	Impact- Quality Control, Audit & Research (QCAR)
Location	Madhya Pradesh/ Uttar Pradesh
Employment Type	Renewable Full Time Employment Contract
Report to	Manager QCAR
Positions reporting to this role	None

Organization Background

Established in 2007, Educate Girls' is a non-profit that focusses on mobilising communities for girls' education in India's rural and educationally backward areas.

Strongly aligned with the 'Right to Education Act' or the 'Samagra Siksha', Educate Girls is committed to the Government's vision to improve access to primary education for children, especially young girls.

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

Our Values

Gender Equality	Being able to treat people equally irrespective of gender
Integrity	Possess the ability to “know and do” what is right
Excellence	Being outstanding or extremely good, striving to lead by performance excellence
Collaboration	Working effectively and inclusively with a range of people both within and outside of the organization
Empathy	Being able to understand and share the feelings of another and use that understanding to guide our actions

Our Competencies

Strategic Thinking – Think big yet act focused	Taking Ownership – Feel responsible & accountable	Analytical Thinking – Stay true to your data
Developing Talent – Growing and taking people together		Ensuring Alignment – Think differently but work together

Job Profile

The State Quality Assurance Analyst will be part of the QCAR team which focuses on providing objective insights to the Organisation's leadership on the quality of programme implementation and the intended long term impact of interventions along with undertaking some data cross verification.

This role is responsible for collecting field data to measure for stakeholder engagement, EG's progress towards long term outcomes and to comment on quality of data and processes used on field. This role plays a key position in the region to keep the leadership abreast about quality and program implementation issues to ensure rapid course correction and inform long term strategy of EG.

Areas of Responsibility

- **Planning and sampling**
 - Prepare the action plan and micro plan for your region based on Annual Plan for team
 - Prepare sufficient and feasible sample keeping in mind monthly targets
 - Update plan and sample on a quarterly basis

- **Field survey and data collection**
 - Cross verification of data
 - Conduct in-person and remote interviews and focus group discussions with stakeholders and beneficiaries in a timely manner
 - Maintain high quality of data and data collection process
 - Support in the design of tools and questionnaire for all surveys/interviews
 - Capture observations from the field in a structured format
 - Provide assistance in pilot tools and processes as and when required

- **Reporting**
 - Target-achievement and other work trackers updated on a daily basis
 - District visit reports prepared
 - End of field visit closure reports/emails
 - Remote and in-person follow up with concerned stakeholders regarding reported data and recommendations
 - Any other reports, tabulation as needed

- **Support to Other functions**
 - Participation in training programs organised by Program team of assigned project
 - Provide support during External Evaluation visits
 - Support in research studies through data collection

Education Background

Graduate degree in Social Science or similar field of study

Work Experience

- Minimum 3-5 years of related experience, including Monitoring and Evaluation
- High level of comfort with technology is essential
- Experience collecting field level data through use of surveys, interviews and other data collection tools is preferred
- Experience in data analysis using basic softwares such as Microsoft Excel
- Previous experience with a non-profit organization is preferred but not required

Skills Set

- **Soft skills:**
 - Planning and prioritizing tasks
 - Strong communication
 - Keen observation skills
 - Task & time management
 - Understanding of feedback process
- **Technical skills:**
 - Proficiency in conducting qualitative field interviews using various tools, such as surveys and focus group discussions.
 - Strong analytical skills with a comprehensive understanding of data visualization and representation techniques.
 - Familiarity with both qualitative and quantitative research methodologies.
 - Ability to compile and translate information and data into impactful recommendations.
 - Proficient in Microsoft Excel, Microsoft Word, Microsoft PowerPoint, and Computer-Assisted Personal Interviewing (CAPI) tools.

Travel requirement

Willingness to travel up to 90% of the time at the state/district/village level in programme geographies. Geographies are usually remote and require use of local transport. Applicant must be willing to adapt to the difficult terrains.

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