

Job Description – Quality Assurance Analyst

Designation	State Quality Assurance Analyst
Department	Impact- Quality Control, Audit & Research (QCAR)
Location	Bundi
Employment Type	Renewable Full Time Employment Contract
Report to	Manager QCAR
Positions reporting to this role	N/A

Organisation Background

Established in 2007, Educate Girls' is a non-profit that focuses 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 organisation 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 organisation
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	

Project Pragati

Launched in 2021, Educate Girls' Project Pragati is a program to give adolescent girls and women who have dropped out of the formal education system a second chance to pass their 10th grade exam and have access to better life choices. The objective is to enable adolescent girls and young women to achieve their secondary credentials by leveraging the government's open school system. The model of Pragati includes a four-month camp run by a village-based proximate, compassionate adult who works with the learner to help develop their self-study skills, peer learning skills, confidence, and agency.

For further details about the intervention please visit www.educategirls.ngo/project-pragati

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 effectiveness of inputs, processes and quality of outputs of the program's activities, Project Pragati's progress towards its long term outcomes and to comment on data fidelity. This role plays a key position in the region to keep the project lead 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 interviews, observations 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
 - 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
 - Any other reports, tabulation as needed

- **Support to Other functions**
 - Participation in training programs organised by Program team of assigned project
 - Support in research studies through data collection

Education Background

Graduate degree in Social Science or similar field of study

Work Experience

- Minimum 5-7 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
- Previous experience managing teams

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."