

JOB TITLE: Executive- Program Monitoring

Department: Research, Monitoring & Evaluation (R, M&E)

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| Organogram | Manager - Program Monitoring Executive- Program Monitoring |
| Major Deliverables | <ul style="list-style-type: none">• Responsible for tracking and updating the key performance indicators of organization's programmes and activities to monitor and examine the progress towards the desired outcomes.• Consolidate, analyse, synthesis and disseminate key programmatic insights with the entire organization monthly, quarterly and annually.• Data provisioning for proposals, meetings, consultations or to any internal stakeholders.• Design various survey tools, support program team in data collection, data analysis and share findings with teams.• Basic understanding of developing a management information system (MIS) for data management.• Excellent interpersonal and communication skills with the ability to collaborate and to develop and maintain strong relationships with other teams.• Adaptable, flexible, able to take the initiative and priorities among competing demands.• Support manager in building the capacity of other teams in Monitoring and Evaluation.• Other related tasks assigned by the supervisor |
| Skills | Essential <ul style="list-style-type: none">• Advanced excel- Macro, Excel dashboard, VBA, look-up functions.• Data visualization – VBA OR Google data studio OR power BI OR Tableau OR any other data visualization platform• Good data analysis skills.• Create survey forms- Kobo OR Survey C.T.O. or Google form OR Survey Monkey OR any other data collection tools.• Traveling to intervention sites and within the country if required. |

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| | <ul style="list-style-type: none"> • Language proficiency- - Hindi, English (reading, writing and typing) and Marathi (reading) <p>Desirable</p> <ul style="list-style-type: none"> • Experience working on children protection issues or in an N.G.O. / development sector. • Experience in report writing in English. • SQL |
| Educational Qualification | A university degree in Engineering/Economics/ Development Studies/social sciences/Maths or-related subjects |
| Desired Experience | 2-5 years of experience in the field of data management OR analytics, |
| Other desired attributes | Ability to work independently and in a team |
| Location | Mumbai. Mode of work (Hybrid- 3 days in office and two days WFH). This may vary depending on the work requirement. |
| Salary range | 30000-50000 per month +Travel +Therapeutic allowances |

How To Apply

Interested candidates can share their updated CV at contact@pmspl.net.in mentioning the name of the position in the subject line

