

## **Assistant Manager- MEL**

### **GENERAL**

**Location of Job:** Ranchi

**Department:** Monitoring & Evaluation

**Project:** R.O. Ranchi- MEL

**Reporting to:** Regional Senior Manager

### **Job Purpose:**

The position is responsible for overseeing the overall implementation of MEL function in the Easr Region. S/he will be responsible to ensure and execution of scientific monitoring and evaluation of all the projects directly implemented. Support the Regional Senior Manager and MEL Department (HO) in designing, implementing, and overseeing the MEL function for various projects. The role involves quality data collection, analysis, and reporting to inform programmatic decision-making and ensure effective project delivery.

### **Duties & Responsibilities-**

The key responsibilities of this position are as given below:

1. Assist in the development of the Monitoring, Evaluation, and Learning (MEL) Plan, data collection tools and their effective implementation.
2. Oversee the data collection, analysis, and interpretation through preparing reports/presentations to track project/program progress and identify areas for improvement.
3. Ensure the quality and accuracy of project/program data and reports through regular data quality assessments, verification and validation exercises.
4. Review, analyze, and present findings from monitoring reports and other collected data to identify insights and provide inputs on project/program implementation strategy.
5. Contribute to the preparation of regular progress reports and other documentation as required by donors or stakeholders.
6. Assist in promoting the digital transformation activities for data collection and visualization/ dashboards.
7. Provide technical assistance and training to program staff on various MEL reporting tools.
8. Facilitate coordination with the research agencies/consultants/interns for smooth execution of various research studies including baseline/midline/endline, need assessment, impact studies, nimble studies etc.
9. Plan and undertake regular project/program monitoring through field visits, review meetings and provide guidance/feedback to the project/program team.
10. Facilitate to capture best practices and learning document and disseminate with the stakeholder.

## **Other Indicative Requirements**

### **Educational Qualifications**

Master's degree in social science / population studies / demography / bio-statistics / statistics or related subjects from a reputed educational institution.

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

1. Minimum 3 to 5 years of experience in monitoring and evaluation position.
2. Knowledge on MEL Plan, logical framework, theory of change, research design & methodology.
3. Demonstrated skills in development of data collection tools, data analysis and report writing. And Proven experience in large scale data collection and data management.
4. Experience in implementing qualitative and quantitative research and monitoring quality data collection in the field.
5. Understand the basics of statistics, interpretation and analytical skills.
6. Proficiency in data analysis tools like SPSS, STATA, R, Python.
7. Hands-on experience on Advanced Excel, MS Word, MS PowerPoint, Data Collection Tools: Ko Bo Tool Box / ODK / App Sheet / Comm Care / Google Form & Data Visualization Tools: MS Power BI / Google Looker Studio / Tableau etc.

**Interested candidates can share their updated cv on [contact@pmspl.net.in](mailto:contact@pmspl.net.in) mentioning the name of the position in the subject line.**