

## **JOB DESCRIPTION**

Job Title	M&E & Documentation Officer
Department	Monitoring & Evaluation
Location	Delhi (Head Office)
Number of Position	1

### **Brief background on Kinship for Humanitarian Social Holistic Intervention in India (KHUSHII)**

KHUSHII (Kinship for humanitarian social and holistic intervention in India) is an independent, non-governmental and non-profit organisation working for the upliftment and holistic development of underprivileged children, women and vulnerable families. Founded in December of 2003 by Cricket legend Kapil Dev, KHUSHII is currently working in 10 states in India reaching out to approx. 45,000 children and impacting lives of more than 5 lakh in the communities in their fight against poverty, abandonment, social neglect.

### **Roles and Responsibilities**

#### **Monitoring & Evaluation (M&E)**

#### **DOCUMENTATION**

- Work closely with the M&E Head to strengthen results management, reporting and documentation aspect of the organization.
- Work with internal teams to generate program specific documents such as success stories, research reports and blogs.
- Consistently brainstorming and collaborating with internal teams around documentation needs.
- Editing and proofreading of material
- Develop corporate donor reports and concept notes that primarily resonate with KHUSHII on various thematic domains.
- Collaborate Work with the program and other functional teams to ensure that reports are developed in compliance to agreement and maintain high quality.

#### **MONITORING & EVALUATION**

- Develop and implement a robust monitoring and evaluation system that will ensure tracking of project/ programme results at different levels (outputs, outcomes and impact).
- Develop/ Adopt an integrated database of all country projects/ programmes and ensure accountability through regular data updates, data integrity and working in collaboration with the data processors.
- Work with programme officer and managers to ensure the collection of relevant and appropriate data needed for an effective M&E system which will be utilized in monitoring strengths, weaknesses and gaps in existing projects/ programs and services and for reporting on donor commitments.
- Produce reports on M&E findings and prepare presentations based on M&E data as required.
- Provide the Project Manager with management information she/he may require.

- Build capacity of staff through training to ensure adoption of new data monitoring tools and quality of data collected.

**Required Skills and Experience:**

- Graduate or Post graduate degree in ECONOMICS/ STATISTICS/ or other related social fields
- 3-5 years' experience in NGO sector.
- Good knowledge of programme implementation, monitoring and evaluation techniques and practices.
- Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management, and developing M&E and performance monitoring plans.
- Knowledge of the major evaluation methodologies (e.g. qualitative, quantitative, mixed-method, and impact) and data collection and analysis methodologies).
- Natural flair for writing: The candidate must possess a natural flair for writing about diverse set of issues. Excellent knowledge of written and spoken English and Hindi.
- Candidates should demonstrate a high level of motivation and good communication, social, and interpersonal skills;
- Display openness to change with ability to manage complexity;
- Ability to work and act under pressure and with discretion in a politically sensitive environment, with a minimum of comfort
- Demonstrate capacity to plan, prioritize and deliver tasks on time to meet goals on a highly pressured environment

**Salary:** Rs. 6-7 lakhs Per Annum.