

Job Title: MEAL COORDINATOR (MONITORING-EVALUATION-ACCOUNTABILITY-LEARNING)

Position: 01 (One)

Location: Guwahati, Assam

About IGSSS:

Indo-Global Social Service Society (IGSSS) is a non-profit organisation working with the mandate for a humane social order based on truth, justice, freedom and equity. Established in 1960, IGSSS works for development, capacity building and enlightenment of the vulnerable communities across the country for their effective participation in development. IGSSS implements and supports quality development projects in 21 States and 1 Union Territory in India to empower individuals and communities and has been working different partners on various issues. Through its projects on Sustainable Livelihood, Disaster Risk Reduction, Gender Equality, Urban Poverty Reduction and Youth Development, IGSSS reaches to more than a Lakh family every year. IGSSS has touched lives of 1,12,10,873 families since its foundation. The Programmes at IGSSS are targeted towards the poor and marginalized sections of the society.

Job Summary:

MEAL Unit being part of the state structure, the MEAL Coordinator will be solely responsible for setting up a robust and working MEAL system at the state offices including, ensuring practice and institutionalizing it, capacity building of staff, management of Information system (Program and Finance) aligned with the Quality Assurance standards of the organization, Accountability Measures and Learning Plans

The MEAL Coordinator will support the State Coordinator and the Finance Officer designing monitoring tools, effective monitoring of program outputs and results, documentation, and assistance in development of knowledge products for visibility and dissemination.

Reports To: State Coordinator

Key Accountability Areas:

1. Work in **Collaboration** with the State, Technical and Learning-Innovation-Quality Assurance unit of National office in the **development and implementation of quality program/ finance monitoring and evaluation systems, frameworks, processes, methodologies, tools, analysis and reporting**, in alignment with organizational and donor requirements, set organizational standards.
2. Independently **manage and ensure quality data generation, track progresses, analyse with evidence and timely update** the State Coordinator, Technical and Learning-Innovation-Quality Assurance unit for further processing into **project enrichment, advocacy, networking and partnership building**
3. **Contribute to the National MIS system and manage State MIS** specific to Program and Finance, generate timely reports and support the State Coordinator in staff reflections and planning
4. **Operationalize the IGSSS's program accountability mechanism** for **greater accountability** of projects and programs towards communities. Ensure **adherence to accountability framework** within the state and staff, establish community monitoring mechanism within the state.
5. **Conduct knowledge and skill building** of staff at the state level for high standards of performance, transparency, quality data and use of data through **innovative tools, techniques and methodologies**.
6. **Facilitate the process** of cross learning, exchange of best practices and lessons learnt amongst the team within the State and IGSSS.

7. **Plan and Undertake field support activities** devoting 40% of the time to provide handholding support, community interactions and triangulation of findings with ethical considerations.
8. **Increase visibility of the organization** by disseminating innovative practices of the state, progress, achievements through knowledge products, reports and evidence.

Qualification And Skills:

1. Graduate in Statistics, Economic, Sociology, or allied field with quantitative analysis skills
2. Having a minimum of 5 years of working experience in Monitoring and Evaluation with strong acumen for Result Based Monitoring and Community driven Monitoring Process
3. Sound experience in digital data collection tools and processes with data management activities, and having analytical skills for carrying out data interpretation
4. Sound computer skills, including use of the Internet and MS Office package (Word, Excel, PowerPoint, etc.)
5. Excellent oral and written communication skills in English and working knowledge of regional language.
6. Excellent communication, interpersonal, facilitation and coaching and documentation skills
7. Self-disciplined, hardworking and committed

Desirable Requirements:

1. Working Knowledge of MS Excel Analysis, SPSS or any Data Processing and Analysis tool

Remuneration / Package / Benefits: Maximum limit Rs. 45,000 to 50000/- per month CTO based on experience and overall fit including PF as per law. In addition - range of benefits including medical insurance, personal accident insurance, and opportunities for further personal development.

We are equal opportunity employer, Women and Transgender are encouraged to apply. Application Process: Interested candidates, please email the following to hr@igsss.net mentioning the position name & location. **Last date of Submission 15th Feb 2024.**

- Latest updated CV
- Details of 2 references with full contact details
- Cover letter
- Expected Salary & Joining date

Only shortlisted candidates will be contacted for Interviews.

Expected Joining Date: March 01, 2024