

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.

We are seeking application from candidates for one of our upcoming project in, Vishakapatnam, Telangana.

Job Title: Impact Assessment Coordinator

Location: Anadapuram Block, Vishakapatnam District, Telangana, India

Position Number: 1

Role Overview: This role plays a critical role in ensuring the management of impact by establishing baselines, monitoring progress, managing data, and facilitating reporting. This position strengthens online and offline information systems to enhance project impact and accountability.

Key Accountability Areas:**1. Program Monitoring and Evaluation:**

- Collaborate with the State and project Technical, and Learning-Innovation-Quality Assurance unit to develop and implement quality program and finance monitoring and evaluation systems.
- Independently manage and ensure quality data generation, tracking progress, analysis, and timely reporting to inform project enrichment, advocacy, and partnership building.
- Contribute to the National MIS system and manage project MIS specific to program and finance, generating timely reports and supporting planning processes.

2. Program Accountability Mechanism:

- Operationalize the organization's program accountability mechanism to ensure greater accountability towards communities.
- Establish community monitoring mechanisms and ensure adherence to accountability frameworks within the state.

3. Capacity Building and Knowledge Sharing:

- Conduct knowledge and skill-building sessions for staff at the project level to enhance performance and ensure transparency.
- Facilitate cross-learning and exchange of best practices and lessons learned among the team within the State and organization.

4. Field Support and Visibility:

- Devote 40% of time to field support activities, including handholding support, community interactions, and triangulation of findings.

- Increase organization visibility by disseminating innovative practices, progress, and achievements through knowledge products, reports, and evidence.

5. Data Management and Analysis:

- Support in developing participatory processes and tools, along with IEC and Behavior Change Communication Materials.
- Coordinate with stakeholders and project staff in data collection, management, and analysis.
- Ensure quality of data collected by staff through field visits and validation.

Qualification And Skills:

- Graduate in Statistics, Economics, Sociology, or allied field with quantitative analysis skills.
- Minimum 5 years of experience in Monitoring and Evaluation with proficiency in Result-Based Monitoring and Community-driven Monitoring Process.
- Strong experience in digital data collection tools and processes, along with data management activities and analytical skills.
- Proficiency in MS Office package (Word, Excel, PowerPoint) and sound computer skills.
- Excellent oral and written communication skills in English and working knowledge of regional language.
- Strong interpersonal, facilitation, coaching, and documentation skills.

Desirable Requirements:

- Working knowledge of MS Excel Analysis, SPSS, or any Data Processing and Analysis tool.

Remuneration / Package / Benefits: Maximum limit up to 40000/- 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 26th Mar 2024.**

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

Only shortlisted candidates will be contacted for Interviews.