



## **JOB DESCRIPTION**

<b>Position</b>	Manager Monitoring & Evaluation
<b>Work Location</b>	Delhi
<b>Employment</b>	Payroll

### **About ARMMAN**

Founded in 2008, ARMMAN's mission is to enable healthy pregnancy, safe delivery and safe childhood for women and children in India. ARMMAN leverages mHealth to create cost-effective and scalable systemic solutions to improve access of pregnant women and mothers to preventive information and services and train health workers to reduce maternal and child mortality and morbidity.

- Our programs have reached over 40 million women and over 3 lakh health workers across 20+ states to date
- ARMMAN has received several awards and honours including the Skoll Award for Social Entrepreneurship 2020 and MIT Elevate Prize 2021, as well as grants from Co-Impact, Google.org, USAID, and others.

### **Role Overview**

The Manager - M&E will play a crucial role in overseeing and managing the monitoring and evaluation activities for Kilkari program in the states. S/he will be responsible for ensuring that all M&E activities are conducted effectively, accurately, and in a timely manner, adhering to global standards and best practices. The Manager - M&E will work closely with the Director-Programs, Program colleagues, and external stakeholders to ensure that project outcomes are effectively measured and communicated.

### **Roles and Responsibilities**

- Oversee project performance monitoring, data collection, data analysis and reporting
- Implement M&E frameworks, methodologies, and tools to measure project impact and progress.
- Systematically track and report project data, ensuring data integrity, validity, and reliability.
- Implement measures to maintain and enhance the quality of M&E processes.
- Manage data quality assessments (DQAs) to ensure data accuracy and consistency.
- Prepare and present comprehensive reports on project accomplishments, impacts, and activities.
- Engage with high-level government representatives, key stakeholders, to communicate project outcomes.
- Develop and implement training programs to enhance the M&E skills of project staff.
- Manage and coordinate with the program and M&E teams, providing guidance and support.
- Proactively identify potential risks or problems, analyse their impact, and propose mitigation strategies.
- Administer special studies to document project outcomes and assess their effectiveness.
- Oversee the implementation of digital tools to streamline M&E processes and enhance efficiency.
- Ensure the MIS is user-friendly, efficient, and capable of generating real-time reports.
- Communicate effectively with external stakeholders, including local authorities, demonstrating cultural sensitivity and diplomacy.



- Demonstrate a high level of professionalism in handling sensitive and confidential information.
- Maintain confidentiality and discretion when dealing with sensitive project data and stakeholder interactions.

### **Qualification & Skills**

- Master's degree in public health, social sciences, or a related field.
- Minimum of 5 years of relevant experience in monitoring and evaluation, preferably in maternal and child health related project
- Proficient in data analysis packages such as SPSS, or equivalent statistical software.
- Additional proficiency digital data collection and analysis tools is desirable, including Kobo Collect, Google Forms, Power BI etc.
- Experience with database management systems, preferably Excel, Access or similar platforms.
- Strong understanding of qualitative and quantitative research methodologies for program evaluation.
- Expertise in developing and coordinating data collection, processing, and analysis systems.
- Strong writing and editing skills, with a high-level of attention to detail; Able to read and interpret complex documents, and communicate information effectively to others, with strong interpersonal skills
- Excellent communication and interpersonal skills, with the ability to interact effectively with diverse stakeholders.
- Demonstrated ability to provide guidance and support to team
- Strong organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
- Adaptability and flexibility to work in a dynamic environment with evolving project requirements.

### **How To Apply**

- Interested candidates please send the application with your updated resume to [careers@armman.org](mailto:careers@armman.org)
- Please use “Manager M&E-Delhi” as the subject line for the application mail