

## Job Description

**Position:** Director- Monitoring, Evaluation and Learning (MEL)

**Reporting:** Head of Programs

**Location:** Gurgaon

### About Monitoring, Evaluation and Learning (MEL) at AIF

The objective of the MEL department in AIF is to ensure verifiable support for all reported impact across programs. The MEL team systematically and independently evaluates and assesses the impact of each of AIF's programs; it works with Program Heads, Communications team and the Strategic Partnerships team to ensure that the evidence base for AIF's work is robust.

### Roles and Responsibilities

- **Implement AIF Core MEL Standards Internally:** Continue to refine the AIF internal MEL CORE standards for MEL internally. Champion the rollout and adoption of the same in consultation with program, communications and strategic partnership teams.
- **Creating A Robust Evidence Base:** Develop timetables for external and internal impact/programme audits, creating comprehensive MEL plans, execute testing and commission/prepare internal and external impact reports for all programmes.
- **Data Validation:** Verify the data provided by the programs. Conduct monitoring visits to different programs regularly to ensure that the data collection process is robust and validate the data through checking on a sample basis. Monitoring should be done keeping in line with donor requirements.
- **MIS:** Manage and implement MIS in all programs using a variety of technology-based techniques.
- **Data Analysis:** Lead the analysis on data from different programs through MIS and other sources including data analysis and needs assessments for business development purposes.
- **Research and Publications:** Initiate AIF research papers on social development based on program outcomes; create white papers that can be shared with different stakeholders, including donors; publish research in peer reviewed journals and present at conferences

## Skills and Competencies

- Candidate should have at least 10-12 years of experience in designing and running programme monitoring, evaluation, learning and impact assessments in the development sector, preferably in education, public health and livelihoods space.
- Experience with programme design, MEL tools and instruments and related expertise is required.
- Excellent written and verbal communication skills (English and Hindi) to execute tough calls with different program heads.
- Attention to detail is necessary.
- Excellent documentation and presentation skills.
- Extraordinary levels of self-motivation, resilience, the ability to lead a skilled and senior team as well as unquestionable personal integrity are a must.
- Should have good understanding of data and should be able to manage and analyze large data sets including qualitative data.
- Should be very proficient with MS-Office, Knowledge of statistical tools like SPSS, Stata is preferred.
- Should be able to grow the MEL department and manage a team.
- Candidate should be willing to travel to various program areas up to 30% of the time.
- Should have the skill and experience to use MEL evidence to advocate for AIF causes.
- Must have the capacity to implement the MEL framework for AIF as a whole implement midway correction, advisory experience and program management experience required.

**Other:** Salary commensurate with experience.

**Position Availability:** Immediately

**Application Process:** To apply for this position, send your CV and covering letter describing how you meet the specifications for this role to and what you bring to it to [recruitment@ttcglocal.com](mailto:recruitment@ttcglocal.com) with subject line “**Director- Monitoring, Evaluation and Learning**”

Deadline for applications: **Thursday, 14th June, 2018.**

Only applications of short listed candidates will be acknowledged.