

JOB DESCRIPTION

OPENING FOR: MONITORING & EVALUATION COORDINATOR

NAME OF THE PROGRAM: EMPOWERMENT, HEALTH AND SEXUALITY OF ADOLESCENTS (EHSAS)

ROLE REPORTS TO: ASSOCIATE DIRECTOR- MONITORING & EVALUATION

LOCATION: 3 days in SION (EHSAS office) & 2 days in CHEMBUR in a week

ABOUT THE PROGRAM:

Our vision of the Program is to enable the health and wellbeing of adolescents and youth, and transform them into healthy, gender-sensitive and responsible citizens. In EHSAS, we use a combination of four intervention strategies to achieve the objectives and they are as follows: - Group work includes group sessions, training in using theatre and other art forms to explore and understand sexuality, and building peer counselling skills - Individual work includes mentorship, counseling, internships and peer support - Family work includes individual and group awareness and counseling sessions - Community interventions include awareness campaigns and building networks with local leaders, organizations, and other community bodies. EHSAS seek to cultivate an environment suitable for discussion and acceptance of the problems faced by adolescents and finding solutions within the community to resolve these problems. Currently the EHSAS program touches lives of adolescents and youth across geographic locations in Mumbai and Thane.

THE ROLE:

The Monitoring and Evaluation Coordinator will be responsible for the implementation and management of the monitoring system of the program and conducting the evaluation as per the program requirements. It is a deliverable based consultant position.

DUTIES & RESPONSIBILITIES:

1. Design and develop monitoring framework to track the progress of program activities
2. Design and development of formats in mobile apps/databases
3. Troubleshooting technology issues related to electronic data collection
4. Coordinating with Information Management team to design, develop and implement an efficient MIS
5. Conducting sub-studies involving study design, design of questionnaires, translation and finalization
6. Overseeing field level data collection to ensure valid data and ensuring ethical compliance
7. Undertake data processing and analyze data collected for sub-studies, monthly reports and papers
8. Disseminate findings from monitoring data and sub-studies to program and managerial team
9. Recruitment and training of Data Officers/Data Entry Operators as and when required

MANAGEMENT & REPORTING:

1. Report weekly to the Associate Director M & E
2. Participate in SNEHA Research Group Activities and support in submission of application for ethical approval for data collected in SNEHA
3. Ensuring adherence to SNEHA values, policies and guidelines

EDUCATIONAL QUALIFICATION REQUIRED FOR THIS POSITION:

1. Master's Degree in Public Health or allied fields
2. At least 3 years' work experience in quantitative analysis
3. Experience with SPSS and/or STATA
4. Experience with managing large and complex databases
5. Command over English and Hindi

DESIRABLE

1. Basic knowledge of qualitative research

APPLICATIONS:

Interested candidates can send their CVs with cover letter by Date via email to recruitment@snehamumbai.org with the Subject line: **EHSAS- Project Coordinator-M&E**