

Job Description - American India Foundation – Learning, Evaluation & Impact Officer

Position: Learning, Evaluation & Impact Officer

Program: Public Health

Reporting: Senior Program Manager – Public Health

Location: Bhopal, Madhya Pradesh

Nature of Employment: Fixed Term Staff

About American India Foundation:

The American India Foundation is committed to improving the lives of India's underprivileged, with a special focus on women, children, and youth. AIF does this through high impact interventions in education, health, and livelihoods, because poverty is multidimensional. AIF's unique value proposition is its broad engagement between communities, civil society, and expertise, thereby building a lasting bridge between the United States and India. With offices in New York and California, twelve chapters across the U.S., and India operations headquartered in Delhi NCR, AIF has impacted **12.9 million** lives across **35 states & union territories** of India. Learn more at www.AIF.org

Background of the Program:

AIF is one of the largest development organizations based out of the United States devoted to catalyzing social and economic change in India. AIF has invested in and partnered with more than 248 NGOs in India while raising more than \$92 million that have positively impacted the lives of 2.3 million of India's impoverished individuals through programs in education, livelihoods, and public health. AIF partners with a diverse range of stakeholders across the public and private sectors to maximize its impact and scale through co-funding and leveraging funds from government schemes. AIF programs work with the most marginalized and vulnerable populations all over India in the livelihood, education and public health sectors. AIF has a highly qualified staff with offices in New York, California, and Delhi as well as twenty-nine states of India.

The American India Foundation (AIF) in partnership with Hindustan Unilever Limited is implementing a Program called Prabhat Poshan Saathi Program which aims to improve nutrition outcomes related to maternal, child and adolescent nutrition and anemia. The program is being implemented in four locations Viz. Chhindwara in MP, Sumerpur and Etah in UP and Hosur in Tamil Nādu.

Key Roles & Responsibilities:

Monitoring and Evaluation (M & E):

- Develop logical framework and strengthening of program M&E systems.
- Development of program indicators and a monitoring framework.
- Support in developing systems for program monitoring.

THE AMERICAN INDIA FOUNDATION TRUST

ADMINISTRATIVE OFFICE: 1003-1005, DLF City Court, M.G Road, Near Sikanderpur Metro Station, Gurgaon-122002.

T: 91.- 0124 -.4551850 F: 91.124.4551888 www.aif.org info@aif.org

REGISTERED OFFICE: 445, Fourth Floor, DLF Prime Towers, Okhla Phase -1, New Delhi 110020

- Undertake training and capacity building of program team on data collection.
- Ensure quality of program monitoring and evaluation data.
- Compilation of program data, analysis and update on internal monitoring tools (Smartsheet, Board updates etc).
- Regular reporting on the donor made MIS software (Monthly, quarterly, half yearly).
- Support documenting qualitative programmatic information including case studies, process documentation etc.
- Support the LEI team in undertaking project baseline, midline, and end line studies.

Documentation and Communication:

- The position will be responsible for supporting the Senior Program Manager in preparing presentations and reports for the donor, external and internal stakeholders.
- Develop communication products related to the project – including case studies, field photography, social media engagement, audio-visuals etc.
- Undertake process documentation of the project work any other task or role, as desired by the Project Lead and other team members of AIF.
- Other tasks as assigned by the Senior Program Manager.

Skills and Competencies:

- The MIS officer will be working closely with Senior Program Manager and provide key information on the management information system and monitoring and evaluation parameters.
- Graduate/graduate in business analytics / diploma in data science, demography, and statistics; or other allied subjects.
- Minimum 2-5 years of experience preferably in development sector.
- Proficiency in MS Excel.
- Acquaintance with SurveyCTO will be an advantage.
- Knowledge and experience of data analytical tools and supporting roll-out of applications.
- Proficiency in Hindi/local language and working knowledge of English speaking/writing skills.

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 and what you bring to it along with your current salary and expected salary to ph.career@aif.org with the subject line “**LEI Officer**”

Only applications of short-listed candidates will be acknowledged.

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