



## **Vacancy: M&E Officer at LEARN**

**Apply before: 15 October 2022**

### **About LEARN**

LEARN is a NGO in Maharashtra which aims to holistically empower women in the urban informal economy. Since 2000, LEARN has been working with urban poor home-based workers, domestic workers, street-vendors, micro-factory workers, garment workers, rag-pickers and construction workers in Mumbai, Nagpur, Nashik and Solapur. Our project in Nagpur focuses on creating a strong women workers' collective, and is supported by HCL Foundation under the HCL UDAY program.

### **Position Description**

Job Title: M&E Officer, LEARN-HCL Foundation Project

Commencement Date: 1 November 2022

Location : Nagpur

Travel required: Mumbai and Nashik

Application Deadline: 15 October 2022

### **Overall responsibilities**

The key responsibilities of the role include:

- Monitoring and evaluation of LEARN's project titled '*Nurturing Grassroots Women's Leadership and Strengthening Women's Collectives in Nagpur*' supported by HCL Foundation
- Leading MIS and monitoring workshops to create program reports and visual aids
- Support financial and programmatic reporting to Program Manager
- Assisting the LEARN Program Management Team to implement monitoring tools for the Nagpur project through data collection, systematic database management and analysis
- Support research activities through the course of the project
- Developing content and conducting trainings based on monitoring and evaluation findings
- Coordinate with HCL Foundation staff and volunteers, and with HCL Foundation Nagpur partners, as well as participate in monthly convergence meetings
- Represent LEARN in other forums, where necessary
- Other duties as assigned by the Project Core Committee of LEARN

### **Selection Criteria:** Knowledge and experience

- Masters degree in social sciences, sociology, labour studies, gender studies or equivalent
- At least 2 years experience in project monitoring and evaluation in organisations within the gender rights movement, labour movement, civil society or equivalent
- Strong communication skills in both written and spoken English

### **Additional Skills and attributes**

- Strong monitoring and evaluation skills
- Ability to use new technologies for organising, project coordination and communications



- Strong monitoring and task coordination skills, particularly with an ability to work with a geographically spread out team
- Networking skills and ability to coordinate a wide variety of staff and stakeholders
- Demonstrated experience in close monitoring of budgets, drafting timely and accurate reports for internal and external accountability
- Experience designing and delivering training and capacity building programmes
- Participatory facilitation skills
- Demonstrated commitment to gender equality and ability to develop gender equality strategies
- Willingness to travel to project location frequently and elsewhere, if required
- Fluency in English is mandatory, fluency in Marathi and Hindi is desirable

**Supervision:** The M&E Officer will report to the Program Manager

**Salary:** Commensurate with qualification and experience

Interested candidates should send:

- CV
- A motivation letter
- A writing sample

All three documents to be sent by email only to [learn-india@outlook.com](mailto:learn-india@outlook.com). In the subject line of email, please mention: 'Application for the position of M&E Officer'

**Women candidates are especially encouraged to apply**