

Job Description for:

Monitoring and Evaluation Officer

Please note: We are an inclusive organization and encourage applications from people of diverse backgrounds

Vacancy released by	HCLFoundation
Vacancy Code	HCLF/JD/CC/ME/15052024
Date of Posting	15 th May 2024
Last date to apply	5 th June 2024
Location	Noida

About HCLFoundation

HCLFoundation delivers the corporate social responsibility agenda of HCLTech in India through its flagship programmes and special initiatives. As a not-for-profit organization, it strives to contribute towards national and international development goals, bringing about positive impact in the lives of people through long-term sustainable programmes.

HCLFoundation aims to alleviate poverty and achieve inclusive growth and development through life cycle-based, integrated community development approach that focuses on Education, Health, Skill Development and Livelihood, Environment, and Disaster Risk Reduction and Response. At present, it is implementing five flagship programmes, Samuday and HCLTech Grant (Rural Development); Uday and My Clean City (Urban Development); Harit - (Environment Action) and 4 special initiatives - Power of One, Sports for Change, Academy and My E-Haat.

For more details, please visit our website – <https://www.hclfoundation.org>

Vision

To be the source code for sustainable socio-economic and environmental development.

Mission

Nurture clean, green and healthy communities where everyone is empowered and equipped to reach their full potential in partnership with its employees, communities and stakeholders, while promoting volunteerism and establishing international standards of strategic planning, implementation and measuring impact.

Links

HCLFoundation: <https://youtu.be/ExxVM856rHk>

Position: Monitoring and Evaluation (M&E) Officer

The Monitoring and Evaluation Officer will be responsible in developing and implementing a results-based management framework that will enhance the organization's capacity to produce and effectively report on the outcomes of its programs and activities. It will be responsible for the monitoring and ensuring high quality and timely inputs, and for ensuring that the project maintains its strategic vision and that its activities result in the achievement of its intended outputs in a cost effective and timely manner. The M&E officer will be responsible for designing and implementing the M&E activities of the Project; assisting the Manager in preparing Quarterly/Annual reports on project progress and will monitor the project activities on a regular basis, developing and maintaining the MIS of the Project and will be responsible for the collection & analysis of different data in relation to the project activities.

The position will be responsible for:

- Develop/adopt a plan for project-related support supervision in M&E for partners;
- Oversee data collection, collation, storage, analysis, and reporting, ensuring that data is of high quality and audit worthy;
- Manage research activities and ensure outcomes and lessons learned are integrated into the project and shared with relevant stakeholders;
- Develop the overall framework, for project M&E, for example, need assessment, baseline assessment, mid-term project review, final evaluation, impact assessment, develop project Performance Monitoring Plan with relevant data collection systems;
- Identify lessons learned and develop case studies to capture qualitative outputs of the project. Provide advice to the supervisor on improving project performance using M&E findings;
- Ability to facilitate and serve as project liaison for externally-managed evaluations;
- Organize and undertake regular field visits/meetings with collaborating partners for physical verification of Means of Verification of data provided in report.
- Identify areas where technical support to project partners is required. Organize refresher training and mentoring on M&E for partners as required;
- Produce reports on M&E findings and prepare presentations based on M&E data, as required;
- Check that monitoring data are discussed in appropriate forum and in a timely fashion in terms of implications for future action;
- Regular review of programmatic, financial and compliance reports and data submitted by partners quarterly and provide suitable constructive feedback, if any;
- Consolidate and represent data for Annual Report, presentations, Management Meetings, etc;

- Willing to perform other duties as may be assigned.

Qualification and Skills;

Education:

University Degree preferably in Business Administration, Economics, Statistics, Demographics, Public policy, International development, or related field;

Experience:

- At least 2-3 years of experience in designing, implementing, and operating project M&E systems from project initiation to closeout stages;
- Knowledge of the major evaluation methodologies (e.g. qualitative, quantitative, mixed-method, and impact) designing tools, strategies for data collection and analysis methodologies and production of reports;
- Proven ICT skills, especially in the development of MIS software using database software and expertise in analyzing data using statistical software;
- Strong training & facilitation skills.

Remuneration:

Salary commensurate with experience

How to Apply:

Please email your CV with a Cover letter, justifying your suitability for the role.

Please put email subject line as – Your Name_CSR Compliance Officer_Vacancy Code

Please send your application to kaisolo.pazhiini@hcltech.com and priyanka.mishra@hcltech.com

Last date of submission of completed application is 5th June 2024. Kindly note that only shortlisted candidates will be contacted.

HCLFoundation is an Equal Opportunity Employer and promote a culture of inclusivity. We would prefer females, people with disabilities, and people with different gender identities with equal expertise over the application. People with all orientations and identities are encouraged to apply.