

Inviting Young Professionals interested in Research and with a penchant for Numbers to Apply for a Position in Kolkata, West Bengal

Indian Grameen Services (IGS) is registered as a not-for-profit company under Section 25 (now Section 8) of the Companies Act, 1956. It was set up in 1987 for promoting livelihood opportunities in rural and forest areas to extend support services necessary for promoting livelihood opportunities in rural areas. IGS envisions an equitable world where the poor and marginalized in rural and urban areas, have access to livelihood opportunities on a sustainable basis, are prosperous and happy. Thus, IGS describes its **Vision** as *Kaayam Rojgar, Khush-haal Pariwar*, i.e., **Sustainable Livelihoods, Prosperous Households**. IGS operates with the **Mission** of **Incubating Innovations for Pro poor Sustainable Livelihoods**. Please log on to www.igsindia.org.in for further information on IGS.

IGS is looking for a young professional to work in the area of Knowledge Management, Learning and Assessment Expert with its Head Office team in Kolkata (West Bengal). Interested candidates are requested to refer to position details carefully and follow the application process. Applications received through channels or processes other than those specified below may not be considered for this round of selection process.

Position Title	Knowledge Officer
No. of Vacancies	1
Level and Indicative Salary Package	Senior Executive (CTC per annum for the level is around Rs. 3 lakh)
Nature of Contract	Two years, fixed term contract (can be modified based on performance and fund availability)
Place of Posting	Kolkata (with touring requirement throughout the country)
Job Summary	The Knowledge Officer will contribute to the senior management's efforts to measure, amplify, and disseminate the impact of Indian Grameen Services' programs, ensuring alignment with organizational Vision, Mission, priorities and Strategic Programming Framework (SPF). S/he will support Project Managers in donor reporting and communications. S/he will generate regular updates/ reports to inform project reporting and documentation as well as new program design, periodically update project data collection architecture, review the information collected through project teams and last mile institutions and lead participatory monitoring and evaluation exercises to generate required data as per project requirements.
Key Responsibilities	<p>Knowledge Management:</p> <ul style="list-style-type: none"> • Lead the documentation efforts of IGS programs, including developing change stories, case studies, technical briefs, research articles, blogs, toolkits and other publications • Maintain a detailed database of the program and its various technical and advocacy initiatives <p>Monitoring and Reporting</p>

	<ul style="list-style-type: none"> • Maintain the existing Project Monitoring Framework (PMF) for IGS’s projects and add new features for better tracking and analysis • Maintain and update monitoring systems and formats, including projects Management Information System (MIS) as per project design and support project teams in implementing and managing them • Build capacities of project teams and other stakeholders for them to monitor progress • Work closely with other members of the team to ensure that the monitoring systems are well aligned with and responsive to the program’s measurement and technical needs • Ensure quality, integrity and efficiency of data collection and analysis with Project Managers • Ensure data validation and quality of information in reporting and external communication • Interpret field reports/ program performance data to track progress on program components • Coordinate periodic reporting of the program and ensure timely inputs and feedback to program and teams on various aspects of the program <p>Evaluation:</p> <ul style="list-style-type: none"> • Ensure technically sound and high-quality baseline, midline and end line, evaluations and ensure that these are carried out in a timely manner <p>Learning and Dissemination for Replication and Scale:</p> <ul style="list-style-type: none"> • Identify the scope for learning from the IGS’s project and take initiative to enhance learning opportunities within projects and the organization • Ensure regular learning from the projects with the help of existing learning questions and in coordination with project teams • Work with the communication team to share organizational learning within IGS and with the external world, through organizational dashboards, website, blogs and other social media platforms <p>New Program Development</p> <p>Ensure availability of information and insights to the program development team on new intervention opportunities, based on field data</p> <ul style="list-style-type: none"> • Develop KMLEE sections (with budget) in new proposals developed in IGS
<p>Qualifications and Experience</p>	<ul style="list-style-type: none"> • The applicant must be minimum graduates in any field with a certificate / diploma in quantitative analysis / M&E/ data analytics • Applicants must have minimum 2-3 years of proven work experience in designing and implementing monitoring, learning and evaluation work • More than a year of demonstrated experience in quantitative and/or qualitative research is required • Demonstrated experience of conducting desk-based research (including the use of web resources), and generating quality analytical documents based on the same

Skills & Competencies	<ul style="list-style-type: none"> • Conceptual and analytical skills • Data analysis using qualitative & quantitative analysis software and tools will be preferred; proficiency in MS Excel is a must • Ability to write and express in simple and correct English is essential • A knack for presenting complex data as simple, factual and convincing content is expected • Ability and willingness to travel extensively (10-12 days/month of field travel to different States)
Personal Attributes	<ul style="list-style-type: none"> • Integrity and honesty • Clarity in communication with good listening skills • Innovative and collaborative • Learning agility, pro-activeness and openness to embrace new ideas • Ability to function effectively as a team member • Strategic, decisive and action oriented • Results-driven • Communicates with impact • Empathetic, compassionate, and respectful of all people • Tactful and non-judgmental attitude • Resilient to work pressures and periodic demands for quick-and-deep work
Relocation Assistance provided to candidates	<ul style="list-style-type: none"> • Accommodation for one-week at the place of posting
Application Requirements	<ul style="list-style-type: none"> • Detailed CV that includes year-wise details of relevant work experience and educational attainments • Contact details of three professional references • Covering note explaining your interest in and suitability for this position <p>Applications incomplete in any respect may not be considered for this selection process.</p>
Contact Details for applying	<p>Applications are to be submitted over email to igsplacements@igsindia.org.in</p> <p>Applications submitted through any other channel or process will not be considered for this selection process.</p>
Deadline for Receipt of Applications	1600 hours on 10 th May 2021
<p>Indian Grameen Services is an equal opportunity employer. We are striving to bring gender balance in our staff composition across levels. We encourage female candidates to apply.</p>	