

JOB CODE: CUTS34CO

VACANCY: Monitoring and Evaluation (M&E) Officer as Consultant

Job Profile

CUTS is seeking an experienced **Monitoring and Evaluation (M&E) Officer as a consultant** to the project team of CUTS. The M&E Officer will be responsible for coordinating monitoring, evaluation and reporting activities under the projects. The M&E Officer will assist in developing and managing the Project Management Performance Plan (PMP). This position is based on time span of the project and tenure may continue up to one year.

Responsibilities

- Lead project team in development and implementation of a qualitative and quantitative M&E system and oversee routine program monitoring activities
- Develop and strengthen quality and relevance of project's monitoring, inspection and evaluation procedures
- Monitor all project activities, expenditures and progress towards achieving the project output
- Monitor the sustainability of the project's results
- Provide feedback to the project head on project strategies and activities
- Suggest strategies to the project team for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimise or eliminate such bottlenecks
- Document results of the M&E system and produce periodic reports monthly, quarterly, half-yearly and annual progress on all project activities required by project head and donor agencies
- Assist the project personnel with M&E tools and in supporting them in their use
- Assist the various program teams in data analysis
- Perform other duties as required

Qualifications and Experience

- Minimum 4-5 years professional experience in a senior M&E position responsible for implementing M&E activities of development projects
- Master's degree in statistics, demographics, public policy, international development, social sciences, or related field. An advanced certificate in M&E, statistics, or social sciences preferred.
- Proven success 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) and data collection and analysis methodologies
- Experience in planning and managing surveys, developing and refining data collection tools and data quality assessments and oversight
- Ability to facilitate and serve as a project liaison for externally-managed evaluations
- Experience of working in a multicultural environment.

Skills

- Ability to work and thrive in a fast-paced environment;
- Excellent communication skills both verbal and written;
- Ability to work across teams and with a variety of projects and vendors;
- Ability to manage parallel tasks and deliver on time to meet internal and external deadlines;
- Ability to generate goodwill with working partners.

Compensation

CUTS recognizes that the right candidate will have a significant impact on the success of the organization and is prepared to offer an attractive compensation package for the non-profit sector, commensurate with experience.

Location

The position will be based in Jaipur. Occasional travel around India with potential for international travel to partners and conferences will be expected.

To apply

Qualified candidates should send their resumes to recruit@cuts.org, along with a cover letter highlighting your suitability for the position. Please mention job code in subject line of application. Any application received without the appropriate job code will not be considered. Given the large volumes of applications we receive, we are unable to respond to all applicants and our responses are limited to those who are shortlisted.

Consumer Unity and Trust Society (CUTS) is an equal opportunity employer and considers all applicants on merit without regard to race, national origin, religious beliefs, gender, marital status or physical disability.

Consumer Unity & Trust Society (CUTS) International

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