

### **About Dhwani Foundation:**

Dhwani Foundation is a Bengaluru based registered trust. Its primary objective is to improve the productivity & efficacy in the social sector, through organisational development programmes, technology enablers, system & process improvement and sectoral strengthening.

Our work is spread in Karnataka, Tamil Nadu, Odisha, Jharkhand and North-East of India, supporting close to 1500 grassroots NGOs through various initiatives.

Log on to [www.dhwanifoundation.org](http://www.dhwanifoundation.org) for more details.

**Position** Head of M&E (Monitoring and evaluation)

**Location** Based in Bangalore, with travels to other Dhwani Location

**Purpose of Job** is to lead and manage Dhwani's M&E team and ensure that high quality M&E approaches are implemented

### **Duties and Responsibilities**

- Provide leadership and direction on M&E to ensure the DF Programs achieves its goals and corresponding objectives and target
- Oversee the development and implementation of the Performance Monitoring Plan (PMP) to capture performance and results, including routine service delivery data reporting, baseline and end line assessments, and all monitoring for process and outcome evaluations
- Develop and oversee data flow pattern for the program, to ensure timely data collection and reporting
- Lead results reporting to DF by providing written documentation on M&E activities and indicator results for progress and annual reports, as appropriate
- Ensure high-quality implementation, consistent with DF's monitoring and evaluation guidelines, protocols, information and reporting systems
- Lead strategic collaboration activities with key stakeholders to learn from program data and adapt interventions as appropriate
- Lead efforts to utilize training monitoring systems to track and monitor trainers and participants at training events to facilitate follow-up and record keeping
- Use data to contribute towards strategic decision-making and program planning with program Head

- Oversee and conduct targeted evaluations and operations research, including design, data collection, management and analysis
- Ensure quality of data through data verification procedures including routine data quality audits and that these are routinely carried out during the project lifecycle
- Cultivate strategic M&E relationships and alliances with other DF Stake holder projects and represent M&E activities in public and professional circles through meetings, conferences, and presentations
- Promote and support the dissemination of program information among the team
- Work with program and financial staff to prepare and track progress of program and activity budgets
- Supervise a team of M&E professionals
- Coordinate all M&E capacity-building activities with program staff, implementing partners and facility staff
- Ensure protection of participant data and confidentiality during the process and implementation

### Skills & Knowledge

- Master's degree/Bachelors in, demography, statistics, social sciences or related field or equivalent experience
- Overall 15years, Minimum seven years of work experience in monitoring and evaluating
- Proven expertise in quantitative and qualitative methodologies, operations research, reporting, data quality assessments, data analysis and presentation
- Demonstrated strong management, coordination, teamwork and planning skills with proven ability to function effectively with multiple counterparts in both the public and NGO sectors
- Strong technical skills, including ability to process and analyze data using one or more statistical software packages.
- Experience hiring and supervising personnel and ensuring they acquire the necessary training and skills to meet evolving program needs
- Demonstrated outstanding leadership, strategic thinking, organizational, team-building, and representational skills
- Expertise in research to practice—identifying and adapting best practices to specific project contexts
- Excellent skills in facilitation, team building, and coordination
- Excellent verbal, written interpersonal and presentation skills in English, Hindi, Kannada and South Indian languages
- Ability to coach, mentor and develop technical capacity in regional and national projects and technical staff
- Proficiency in Microsoft Office
- Ability to travel and meet NGO partners.

**Position Availability** Immediate

**No. of positions** 1

**Salary Offered** 12 Lacs per annum

### **Application Process**

To apply for this position, share your CV with CTC, ETC and notice period details with a covering letter to [careers@dhwanifoundation.org](mailto:careers@dhwanifoundation.org) with **'M&E'** as the subject line.

Mark a copy to [divitha@dhwanifoundation.org](mailto:divitha@dhwanifoundation.org).

Will be helpful if you share a link to your LinkedIn profile. Only short-listed candidates will be contacted.

