



## Job Description

### Job Details

<b>Role Title</b>	Program Officer-MEL	<b>Location</b>	Jaipur-RJ
<b>Reporting To</b>	Project Coordinator	<b>Term / Core</b>	Term

### ORGANIZATION BACKGROUND:

Centre for Catalyzing Change (C3), is a not for profit organization that works to improve the lives of women and girls in India. Through local partnerships and programs, C3's proven approach to development gives women, adolescents, especially young girls the tools they need to improve their lives, as well as that of their families and communities. Our programs focus on increasing educational and livelihood opportunities for adolescent girls and women, ensuring access to lifesaving reproductive health information and services, and empowering women to become leaders in their communities.

### POSITION SUMMARY:

C3 is looking to hire a **Program Officer - Monitoring, Evaluation and Learning** to lead the design and roll out of MEL, data management and analysis of a program C3 is implementing in partnership with multiple stakeholders in the state of Rajasthan on gender equality, gender-based violence (GBV) prevention and response, and gender responsive livelihoods. The role will contribute to C3's technical support to programs in the state leveraging grassroots women's leadership and the women's collectives' network on the issue of GBV using community platforms like the Gender Resource Centres, facilitating convergence with formal support service providers, and developing women's livelihood opportunities.

The Program Officer – MEL will be responsible for designing, implementing and managing project monitoring, evaluation and learning systems to track program performance, and promote continuous improvement, *working under the guidance of the Project Coordinator in the state as well as the organization's national level Knowledge Management Team*. This role supports evidence-based decision-making and strengthens organizational and programmatic capacity to achieve impact. The role will also design and roll-out of the program MIS as well as data visualisation using tech assisted platforms.

The incumbent will also be responsible to provide need-based support to other states where C3 is implementing similar programs.

*This is a Jaipur-based position which involves travel to field areas as and when required.*

### Key Roles & Responsibilities:

- **Monitoring & Data Collection**
  - Develop and implement monitoring frameworks, indicators and tools for the program
  - Ensure timely and accurate data collection for program tracking across districts and collation at the state level for preparing reports and documents

- Conduct field visits to verify data quality and provide technical support to field teams
- **Evaluation**
  - Design and manage baseline, midline, and endline evaluations of the program
  - Collaborate with external evaluators and stakeholders
  - Analyse program outcomes and assess effectiveness against objectives.
- **Learning & Knowledge Management**
  - Facilitate learning workshops and reflection sessions
  - Document best practices, lessons learned, and success stories
  - Promote adaptive management by integrating findings into program design
- **Capacity Building**
  - Train project staff and partners on MEL concepts, tools, and systems
  - Provide ongoing technical support to strengthen MEL capacity
- **Reporting & Communication**
  - Prepare high-quality reports for donors and stakeholders
  - Develop dashboards and visualizations for data-driven decision-making
  - Ensure compliance with donor MEL requirements
- **Other Responsibilities:**
  - Perform additional tasks as required by the project or organization.

*Note: The roles and responsibilities mentioned above are not exhaustive. Role holder will be guided to perform different tasks as necessitated by changing role within the organization and the overall objectives.*

#### **Required Qualifications & Skills:**

- Master's Degree in Social Sciences / Public Policy / Gender Studies/ Statistics/ Development Studies or related advanced Degree relevant to the field of Gender and Development
- Strong skills in quantitative and qualitative data collection and analysis
- Proficiency in MEL software/tools (e.g., Kobo Toolbox, DHIS2, Power BI, Excel)
- Excellent communication, facilitation, and report-writing skills; experience and understanding of gender and gender-based violence preferred
- Ability to work collaboratively with diverse teams and stakeholders
- Experience of designing and delivering MEL tools for large programs; experience of working with the government preferred
- Minimum of 5 years programmatic and technical experience
- Proven writing and documentation skills in English and Hindi
- Well-developed interpersonal and team skills, respect for gender and diversity and adaptability in demanding situations
- Willingness to travel within and outside the state

#### **OTHER DETAILS**

- The offer made to the selected candidate shall be commensurate with qualifications, experience and salary history.
- **Application Link:** <https://mitr2.c3india.org/Career/Home/Application?Code=JOBID-103>
- Only Short-listed candidates will be intimated.

*C3 aims to be an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, or disability status. Women candidates are encouraged to apply.*