



## Job Description

<b>Role Title</b>	Senior Program Officer-Knowledge Management	<b>Location</b>	New Delhi
<b>Reporting To</b>	Lead - Knowledge Management	<b>Core / Field</b>	Core

### 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, ensuring access to lifesaving reproductive health information and services, and empowering women to become leaders in their communities.

### POSITION SUMMARY:

The Senior Program Officer – Knowledge Management / MEL will play a strategic role in driving evidence-based learning, adaptive program management, and national-level knowledge sharing within C3's Girls' Education and Gender Equity Initiative.

The Senior Program Officer should be well equipped to generate compelling from Quantitative data, case studies or peer reviewed scientific papers or policy briefs which in turn feed into successful models, strategic efforts and guidelines.

### KEY ROLES & RESPONSIBILITIES:

#### 1. INSIGHT GENERATION AND DATA ANALYSIS:

- a. Align MEL metrics with national strategy, donor expectations, and government reporting systems.
- b. Test interventions and generate operational insights through data analysis: Working closely with Program teams, help define questions and identify insights at state and national wide relevance for 'what works' in adolescents, Education, and gender programming using operational research, evaluations data systems (including, NFHS. UDISE, CCT data from State governments, mobile data systems, financial data, Adolescent interviews).
- c. Develop key performance indicators (KPIs) and tools to measure outcomes related to girls' education, empowerment, and gender-sensitive reforms
- d. Analyse data using Interrupted Time Series Analysis or similar methodologies.
- e. Work closely with project Information systems team to ensure appropriate indicators are monitored in operational systems, and that data are validated appropriately.

#### 2. LEAD OPERATIONAL AND SOCIAL STUDIES

- a. Conduct cohort studies and undertake primary and secondary research of high quality
- b. Closely work with the research partner for the development of the research protocols, Tools, Analysis of the data and reports

- c. Conduct the Qualitative data of the interventions, analyse the data and present to internal team and stakeholders
- d. Oversee protocols and tools development and obtain ethical approval for research studies. Provide technical assistance remotely and through state visits to ensure that the studies are carried out in line with the protocols
- e. Attend research project meetings and liaise with donors and partners as and when required.

### **3. NATIONAL KNOWLEDGE MANAGEMENT**

- a. Manage a national knowledge management system to collate best practices, research, evidence, and innovations from state-level interventions.
- b. Oversee the documentation and dissemination of lessons learned, success stories, and cross-state learning.
- c. Lead the production of national publications, learning products, and knowledge-sharing platforms (e.g., reports, webinars, policy briefs).

### **4. CAPACITY BUILDING ON MEL**

- a. Build capacities of internal MEL staff and partners through training, toolkits, and mentorship on MEL methodologies and technology platforms.
- b. Train government stakeholders and CSOs on data-informed decision-making and use of MEL findings in planning and implementation.

### **5. REPORTING & DOCUMENTATION**

- a. Produce high-quality MEL reports and insights for internal use, donor submissions, and government engagement.
- b. Lead the creation of case studies, policy briefs, and impact summaries based on MEL findings.
- c. Ensure timely, accurate, and insightful reporting aligned with project milestones and learning agendas.

### **6. LEARNING & ADAPTIVE MANAGEMENT**

- a. Facilitate national-level learning sessions, reflection workshops, and strategy reviews to embed adaptive management across the program.
- b. Use MEL insights to inform strategic shifts, scale-up strategies, and improve implementation effectiveness.

### **7. COLLABORATION WITH STAKEHOLDERS**

- a. Engage with national and state-level government partners, donors, and civil society actors to share findings and co-develop evidence-informed policy solutions.
- b. Coordinate MEL and knowledge management activities across states to ensure coherence and contribution to system-level change goals.
- c. Work with the Communications team to translate MEL insights into strategic campaigns, public narratives, and stakeholder engagement materials.

*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:**

- Postgraduate degree in Social Sciences, Development Studies, Public Policy, Statistics, Education, or related field.
- Experience working with national and state government systems, donors, and multi-stakeholder platforms.
- 10 years of progressive experience in MEL and knowledge management, preferably in large-scale education or gender equity programs.

- Proven expertise in designing MEL frameworks, managing research studies, and leading data analysis (quantitative and qualitative).
- Proven record of influencing practice in a research, monitoring, evaluation and data analytics role.
- Demonstrated experience working in a research role on topics relevant to C3's work (e.g. health research, Adolescent research, Education and Gender)
- Track record in publishing (including in peer-reviewed journal articles)
- Experience in translating complex research findings into user-friendly and developing compelling communication materials for a wide range of audiences.
- Experience of handling big data, experience in SPSS, STATA or R Knowledge is essential
- Ability to design and manage **databases, dashboards, and real-time monitoring systems** using Power BI, Google Looker Studio, Tableau, GIS mapping).
- Fluency (written and spoken) in languages: English and Hindi are essential
- Willingness to travel across states as required.

#### OTHER DETAILS

- The offer made to the selected candidate shall be commensurate with qualifications, experience and salary history.
- Last date for submission of application: **18-January 2026**
- Please send your latest CV, with a covering letter at link provided  
**Link: <https://mitr2.c3india.org/Career/Home/Application?Code=JOBID-027>**
- The application must contain information about your current salary & benefits drawn (CTC).
- 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.*