

Position: Associate - Monitoring & Evaluation (M&E)

Location: Bangalore

Catalyst Management Services (CMS) is a development solutions firm working to catalyse impact and prosperity for communities by providing solutions for impact and investing and transforming in ideas, people, models and institutions. Our larger intent is social transformation which can be achieved by providing professional services that enable our partners to deliver impact to the communities they directly work with, by accelerating the impact of their interventions, maximizing social return and by creating shared value. Our services include design for impact, research and evaluation for change, monitor for results, learn to apply among others. It works across India and in South Asia, South-East Asia and Africa in variety of domains. The role will entail extensive travel within the country and also outside India depending on the requirement of the assignment.

Role:

As a part of the Monitoring and Evaluation team, the Associate will be primarily responsible for the execution of monitoring and evaluation assignments of CMS. She/ He will contribute to other assignments as team member when required. The Associate is expected to do the following:

Execute Assignments – The associate will be responsible for executing monitoring assignments of CMS, which would involve the following:

- Implementation of monitoring systems – development of methods and tools, administration of existing or developed tools, supporting clients in implementation of the system in terms of capacity building, hand-holding and trouble-shooting
- Data collection, data management, data analysis and quality assurance during the process
- Write reports independently or as member of a team
- Manage assignment specific teams or field teams
- Communication and coordination internally within the team and externally with clients

Assist in Portfolio Management – The incumbent will assist the Portfolio Manager M&E and contribute to the following:

- Management of assignments
- Management of teams and network consultants
- Quality assurance
- Internal systems and protocols
- Assignment and portfolio reviews
- Client relationship management

Contribute to: Knowledge management activities like researching on M&E tools and methods, writing blogs/ think pieces on application of tools and methods, writing blogs or think pieces, organizational learning and organizational development work.

Skills:

Technical skills – Basic understanding of monitoring and evaluation work; specific knowledge of result-based management system/ approaches like logical framework, logic model, Outcome Mapping (OM), Theory of Change (ToC), social frameworks, Participatory Rural Appraisal (PRA) methods would be desirable. In addition, the incumbent is expected to know basics of data collection, database management, data analysis and report writing. Domain specific attributes are desirable, but not essential.

Excellent oral and written communication

Good numerical skills

Analytical skills

Excellent interpersonal skills

Persuasive ability

Presentation skills

Proficiency in MS office and Google suite

Qualification and Experiences – Preferably Post-Graduate/ Diploma/ master's in development management or Social Work with 3 – 5 years of experience.

Age: No Restrictions

Reporting:

The associate will report to the Portfolio Manager M&E.

Work Ethics:

Timely delivery of tasks with focus on quality and consistency

Must work with a sense of urgency

Demonstrate ability in working with dynamic and cross functional teams

Will invest in self-development and demonstrate that investment in work norms and outputs

General:

The ideal incumbent will demonstrate qualities of empathy, commitment to community, will be open to new ideas and ways of doing work and achieving results, demonstrate a degree of creativity, flexibility in working hours, be mobile to travel frequently, build and sustain relationships both with internal and external teams.

Measurement:

The incumbent will be measured on the accomplishment and delivery of all components of the role as they are agreed upon between the incumbent and the reporting officer.

The measurement will also include demonstrated elements of commitment, passion, accountability, ideation, flexibility, accessibility, and system and process management as well as the expected work ethics

Growth Opportunities:

The organization has an open policy of growth based on opportunity, demonstrated personal growth, and personal aspirations. It is not a norm that growth will take place vertically only. But, emphasis will be laid on individual choices and the investments that he/ she has made in himself to fit the role that is open to be filled.

Growth is also seen as the organization being more inclusive in the candidate's involvement in strategic organization growth.

Recruitment Process:

The recruitment process will be carried out in three phases. In the first phase, short-listing of the candidates will be done and short-listed candidate will be requested to go through a written phase and psychometric test. Subsequently, the candidate will appear for a personal interview with the Portfolio Manager and HR Team. In the final stage, the candidate will appear for a final interview with the Directors.

Interested candidates to send Curriculum Vitae with two references to Sudeep Surendra (sudeep@cms-india.org). Only shortlisted candidates will be intimated. Catalyst Group is an equal opportunity employer. Women candidates are encouraged to apply.