Job Title: Monitoring Coordinator

Location: Kolkata

Job Type: Full Time

Salary: Industry Standard

Overview:
The Monitoring Coordinator will be responsible for overseeing the monitoring and evaluation (M&E) processes of the Digital Outreach and Citizen Engagement of institutions. This role will ensure effective tracking of project performance, compliance with strategies, and reporting on outcomes to help improve project effectiveness and impact.

Key Responsibilities:

1. Monitoring and Evaluation Planning:
   - Develop and implement monitoring and evaluation frameworks and methodologies in line with project goals and objectives.
   - Define key performance indicators (KPIs) and targets for measuring project success and impact.
   - Create and maintain monitoring plans, ensuring they are updated as necessary throughout the project lifecycle.

2. Data Collection and Analysis:
   - Design and manage data collection tools and processes, including surveys, interviews, and focus group discussions.
   - Utilize data analytics tools to generate reports and dashboards that provide insights into project performance.

3. Reporting and Documentation:
   - Prepare comprehensive reports on monitoring findings and share them with project stakeholders in a timely manner.
   - Document lessons learned, best practices, and recommendations for project improvements based on monitoring results.
   - Facilitate the preparation of final evaluation reports to assess the overall impact of the project.

4. Stakeholder Engagement:
   - Collaborate with project teams, government officials, and community stakeholders to gather feedback and ensure that M&E activities align with their needs and expectations.
   - Conduct training sessions for project staff and partners on effective monitoring and evaluation practices and tools.

5. Quality Assurance:
   - Ensure that monitoring processes comply with organizational standards and ethical guidelines.
   - Monitor the integrity and accuracy of data collected, implementing quality control measures where necessary.

6. Project Compliance:
   - Ensure that project activities are carried out in accordance with applicable guidelines, procedures, and regulations.
   - Identify potential risks in project implementation and propose recommendations based on monitoring findings.

7. Continuous Improvement:
   - Encourage a culture of learning and adaptation within the project by sharing monitoring results and facilitating discussions on improvement opportunities.
   - Support the team in implementing corrective actions based on monitoring insights.

Qualifications:

- **Education:** Bachelor's degree in Social Sciences, Statistics, Project Management, Public Administration, or a related field. A Master's degree is preferred.
- **Experience:**
   - Minimum [3-5 years] of experience in monitoring and evaluation, preferably in public sector projects or community engagement initiatives.
   - Familiarity with data analysis tools and M&E software (e.g., SPSS, Excel, R, or similar programs) is advantageous.
- **Skills**
   - Strong analytical and problem-solving skills, with attention to detail.
   - Excellent written and verbal communication skills, with the ability to present complex data clearly to diverse audiences.
   - Proficiency in project management software and collaboration tools.
   - Capacity to work independently and as part of a team in a fast-paced environment.