**Assistant Manager – Monitoring & Evaluation**

**Dept. ITVT**

**Organization: Udayan Care**

**Location: HO, New Delhi**

**Job Description:**

Udayan Care is a 30-year-old social purpose organization headquartered in Delhi and present in 16 states of India. Its programs focus primarily on children and young adults. Interventions like child protection, education, and skilling enable and empower them to strengthen their future and live a life of dignity. Udayan Care also advocates for the rights of children in alternative care.

**Job Roles**  
- Support in promoting a results-based approach and integrates innovative M&E approaches in the area of Skill Development  
  
- Provide substantive and strategic support to program overall Monitoring and Evaluation framework, by undertaking analysis of data from Udayan Care's IT Centres  
  
- Support to ensure substantive monitoring of interventions of various components of Udayan Care IT Centre Program by coordinating with regional coordinators, project staff, placements team & partners and analysis of regular information from the field implementation  
  
- Liaise with the accreditation agencies for monitoring key indicators and support tracking the progress of the projects as per requirement  
  
- Support with data reporting as per set indicators to various stakeholders (internal & external)  
  
- Develop and strengthen monitoring, inspection, trainings, and evaluation procedures  
  
**Competencies**  
- Demonstration of integrity by promoting Udayan Care values and ethical standards  
- Organizing and accurately completing multiple tasks by establishing priorities while taking into consideration special assignments, deadlines, available resources and multiple reporting relationships

**Knowledge, required skills and experience**  
- Knowledge on MIS, M&E, and to do capacity assessment  
- Excellent communication skills (verbal & written)  
- Excellent command to use Microsoft Excel (Advanced), Google tools (Sites, Sheets, Studios)  
- Holding degree (BCA, B.Tech, BBA, Economics or related field)  
- Minimum 2-5 years experience in the design and implementation of M&E and MIS

**How to Apply:** Please download and fill the Application form and send to [recruitment@udayancare.org](mailto:recruitment@udayancare.org) along with your updated C.V. Contact Person: Anam Khan (HR Coordinator)

**Clause:**

**Child Protection and Safeguarding Policy:**

Any employee, consultant, contractor, supplier, vendor, or resource person, shall read, be aware and sign to comply strictly with the Child Protection Policy, the Safeguarding Policy, and all accompanying policies of Udayan Care. Udayan Care gives the highest priority to its commitment to creating awareness, ensuring prevention, reporting, and response to all disclosures of abuse, violence, neglect, or exploitation or its threat for all children, young persons, and vulnerable adults that the organization is in contact with. Our CIRCA values, Code of Conduct and HR norms clearly regulate and ensure the implementation of the highest standards towards zero tolerance of any safeguarding concerns.