

Water, Sanitation and Hygiene Institute (WASH Institute), established in 2008, is a non-profit organization, dedicated to providing practical solutions to tackle a wide range of water, sanitation, hygiene and environmental issues in India and the neighbouring countries. WASH Institute aims to build the capacities of the sector through programs that provide a) training and academic courses, b) technical advisory and consultancy services, and c) grass root level community WASH programs.

WASH Institute has been conducting extensive training programs for government functionaries, private sector professionals, NGOs, and other practitioners with the objective of effective WASH implementation across the country. In addition, our academic campus offers Diploma and Masters level courses in sanitation, under affiliation to a leading university.

As part of our WASH Advisory program, we provide PMU services to central, state, and local governments in both urban and rural areas to support implementation of SBM, JJM, and AMRUT schemes. We are a multi-disciplinary team that tackle complex multi-faceted problems of behaviour change, quality of service, and sustainability of WASH interventions. We are looking for experienced professionals to work with us towards our visions of “a world where all the communities have access to safe, protected and sustainable drinking water and sanitation services, with improved hygiene practices”.

Name of the position	MIS and M & E Specialist
No. of positions	1
Duty Station	New Delhi
Desired Qualification and Experience	<p>Qualification preferred would be Master’s degree in quantitative discipline (preferably in Social Science, Social Work, Economics, or related field). Others with relevant experience as below can also apply.</p> <p>5 to 7 year’s experience in some or all of the following: Experience in designing tools and strategies for data collection, analysis and production of reports, proposal & budget development and other documents. Knowledge of quantitative and qualitative monitoring methodologies and proven ability to design monitoring instrumentation tools.</p> <p>Excellent communication skills in English (speaking, reading and writing – 8/10) is essential.</p>

Job Description:

- Develop a robust M&E system for the Organization and maintain database.
- Develop and strengthen monitoring, inspection and evaluation procedures.
- Monitor and track all project activities, expenditures and progress towards achieving the set objectives/outputs of all projects.
- Provide Active support to Business Development team in developing proposals, budgets, reports and other documents
- Develop Monitoring and impact indicator for the success of all projects.
- Monitor and evaluate overall progress on achievement of results of all projects.
- Suggest strategies to the Organization/Project Management for improving the efficiency and effectiveness of the project/s by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks.

- Report periodic progress on all projects to the Organization.
- Conduct capacity assessment on existing monitoring and evaluation system and develop indicators and a monitoring strategy for the Organization.
- Provide inputs, information and statistics for quarterly, annual and other reports to Project Management Team and the organization.
- Support in monitoring and evaluation of projects and assist in effective implementation of M&E/MIS and assist the project personnel with M&E tools and in supporting them in their use.
- Preparation of monthly/quarterly MIS report/s.
- Assist Line Manager/Organization in the preparation of reports on the findings and lessons learned from project innovations.
- Assist Line Manager/Organization in Reporting & Documentation, Proposal Writing etc.
- Perform any other duty/duties as & when required.

Desired Qualities:

- Open Minded
- Willingness to learn
- Ability to address things from both micro and macro view
- Ability to multi task between different programs
- Understanding the importance and adhering to deadlines
- Advanced skills in data analysis presentation and report writing

Salary Package

As per Industry Standard and as per qualifications & work experience of candidate.

How to Apply

Please submit your updated curriculum vitae. Application can be e-mailed to the following address: careers@washinstitute.org. The subject line of the Application should state the name of the position. **(Example: Application for MIS and M & E Specialist – New Delhi).**

WASH Institute is an equal opportunity employer and encourages women candidates to apply. WASH Institute does not discriminate candidates based on age, caste, class, sex, gender, religion, nationality, ethnicity, disability and health.