



INTERNSHIP OPPORTUNITY

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Position Description: Monitoring and Evaluation Volunteer (PUNE)

Atma requires a Monitoring & Evaluation (M&E) volunteer to support the Monitoring & Evaluation activities at its partner organisations. The major role of the volunteer is to build a complete Monitoring & Evaluation system for one of the partner organisations.

Responsibilities

- Conduct an M&E audit to evaluate existing tools and processes used by the organisation
- Create an indicator list based on the Logic Model of the organisation
- Create data collection tools and an implementation plan to collect the data
- Create data trackers and an implementation plan to capture and analyse the data
- Update existing reporting structures with the organisation's Communications team

Start Dates and Lead Time

- Applications are due February 1, 2018
- You will have exclusive access to our online training room and pre-departure resources
- The position commences end of March and will run for 12 weeks (three months)
- Applicants are expected to attend an online meeting with your mentor based in Pune
- You will receive an induction in-country at the Atma office shortly after arrival

Essential Skills

- Microsoft Office skills, particularly Microsoft Excel
- Ability to communicate well with the partner organisation's leaders and use their inputs to design the M&E system
- Education and prior work experience in Monitoring and Evaluation
- Ability to research M&E systems of other similar organisations
- Knowledge of the Logic Model or willingness to learn

Desirable Skills

- A friendly and professional demeanour
- Excellent coordinating skills, positive and energetic attitude
- Flexible as per the needs of organisation
- Strong desire to meet goals and commitments
- Self-starter
- Able to deal with ambiguity
- Maturity

Eligibility

- Have a keen interest in community development
- Are currently enrolled in a tertiary course in community development, business, or a related field is preferable, or are a recent graduate within 24 months of course completion (academic credit may be available)
- Be willing to get a Working With Children Check/Police Check in line with Australia's Child Safety Legislation

About the organisation

Atma is an organisation focussed on building the capacity of education NGOs in India to achieve sustainability and scalability, thereby enabling delivery of quality education. Atma works with Education NGOs and Social Enterprises in Mumbai and Pune. They empower grassroots education NGOs to become bigger, better and stronger.

Inclusions

Accommodation Finders Fee
Airport Transfers
Local SIM Card
Project costs
Project related transport

Exclusions

Flights
Visa fee
Spending money
Expenses related to arriving before or departing after set program dates

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