



Job Announcement: National Democratic Institute (NDI) is currently recruiting Monitoring & Evaluation and Reporting Officer (M&E and Reporting). This role will be based in Dharamsala, HP India.

The Purpose:

The M&R Officer will be responsible for the monitoring the project progress and ensuring high quality and timely reporting on program activities.

Major Duties Includes:

Monitoring & Evaluation 40%:

The M&R will have the following duties and responsibilities:

1. Responsible for the project database ensuring project information is updated and accurate.
2. Assist in developing and updating the project monitoring plan and monitor the indicators of the project.
3. Responsible for the data collection, compilation and analysis.
4. Assist in designing and implementing the M&E activities of the Project.
5. Assist in Monitoring and evaluating overall progress on achievement of results.
6. Prepare monitoring reports using data collection tools developed.

Reporting 60%

7. Identifying and documenting lessons learnt; develop success stories, collect information for case studies; writing and preparing success stories, and facilitating periodic reviews, and prepare presentation on achievement
8. Participation in meetings for documentation and note taking.
9. Prepare reports such as weekly, monthly, quarterly, meeting minutes and annual progress reports on the program in cooperation with the program team and management .

Job Qualifications:

- Bachelors/Master degree in journalism or media and communications or management or business administration or related field.
- A minimum of 2 years' experience within M&R.
- Experience and familiarity in donor funded programs.

Skills and Personal attributes:

- Proficiency in writing in English and Tibetan
- Experience in writing reports
- Familiarity in Qualitative and Quantitative Research
- Computer (MS-Office)
- Strong written and oral communication skills
- Adept skills in project cycle management
- Working within a team
- Ability to multitask

APPLICATIONS: Applicants should send a current resume and cover letter by email, referencing "M&R Officer (M&E and Reporting)." in the subject line, to the following email: ndihires.tib@ndi.org.