



JOB DESCRIPTION

POSITION: IT Manager-Monitoring & Evaluation

LOCATION: - Delhi HQ

REPORTS TO: Team Lead

LEVEL/GRADE: Manager

About ACCESS:

ACCESS Development Services is a national livelihoods promotion organization with a focus on incubating innovations and developing sustainable models for livelihoods promotion of the poor. To this end, ACCESS is structured uniquely to work at all levels of the value chain – implementing programmes on the ground (Tier I), working with Civil Society Organizations, Government Departments, Corporate sector, and Multilateral / Bilateral Agencies (Tier II) as also undertaking national initiatives to influence and support policy initiatives and strengthening the enabling environment (Tier III). ACCESS, with its head office in New Delhi has a pan-India presence having state offices in 9 states and 26 project offices. More at www.accessdev.org

A short summary about the role:

ACCESS lays emphasis on programme monitoring & evaluation, through input, output, outcome, and impact tracking, of project interventions and building a strong knowledge management practice for internal learning and external dissemination. We are seeking applications for the position of a IT (Information Tech)-Manager for Monitoring & Evaluation, who will look after the M&E system for the organization

Position Summary:

In this context, ACCESS is inviting applications from self-driven professionals, who are interested to take on the role of Marketing Coordinator.

Responsibilities:

- Understand and set up IT-related requirements of the M&E system of ACCESS to its server
 - Coordinate with IT vendor to:
 - Customize, implement and manage the M&E software to accommodate diverse ACCESS projects as well as develop respective procedures.
 - Develop the outputs of the M&E system on multiple delivery platforms, such as mobile vs. desktop, and optimize output to match the specific platform.
 - Fix problems that may arise or cater to the needs of software-related issues of the M&E system.
 - Do regular system health checkups to detect bugs, and ensure the security of data and backup systems.
 - Regular maintenance and upkeep of the IT system for Monitoring & Evaluation purposes
 - Get involved in the planning process while developing LFA for the projects; understand the output/ outcome indicators and parameters for each project.
 - Coordinate with programs teams for se
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SKILLS & COMPETENCIES

MCA / Post Graduate preferably in Information Technology or similar/ relevant subjects

- Total job experience of at least 6 years in relevant IT based M&E systems
Experience in software development and management especially good understanding of software- based M&E system and processes
- Basic understanding of monitoring and evaluation; indicators and parameters
- Strong problem-solving skills
- Good understanding of server-side templating languages
- Basic understanding of front-end technologies, such as HTML5 and CSS3
- Proficient understanding of code versioning tools, such as Git
- Knowledge of Mongo DB & My SQL, preferred
- Knowledge of AWS/GCP – Managed service, preferred

Travel Requirement: 30%

COMPENSATION:

The salary range for this position is commensurate to industry standards and will be determined based upon the experience set of the candidate and the HR policies of the organization.

ACCESS is an Equal Opportunity Employer, and is committed to providing an environment of fairness, and mutual respect where all applicants have access to equal employment opportunities. ACCESS values diversity and inclusion, and all qualified applicants will receive consideration for employment without regard to race, color, gender, sexual orientation, gender identity or expression, religion, national origin, marital status, age and disability.

Interested candidates should send an up-to-date CV and cover letter addressing to the above requirements sukhbir@accessdev.org Only short-listed candidates will be contacted. The deadline is June 4th, 2023.

