JOB DESCRIPTION

POSITION: IT Manager, Monitoring & Evaluation
Location: Delhi HQ

ABOUT ACCESS:

ACCESS Development Services is a national livelihoods promotion organization with focus on incubating innovations and sustainable models for livelihoods promotion of the poor. ACCESS has operations spread in 11 states, implementing large and niche programs both in the farm and the non-farm sector, supporting about 390,000 poor families. While ACCESS is focused mostly in rural areas, it has a few innovative programs in urban locations as well. The target groups that ACCESS supports are small and marginal farmers, scheduled castes and scheduled tribes, minority communities; with a special focus on women's economic empowerment. While ACCESS has a full time staff of over eighty professionals, there is a large contracted cadre of over 250 that supports programs on the ground. ACCESS is an equal opportunities organization, with an open culture, and allowing for professional growth.

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.

JOB SUMMARY:

- Understand and set up IT related requirements of the M&E system of ACCESS to its server
- Coordinate with IT vendor to:
    a. Customize, implement and manage the M&E software to accommodate diverse ACCESS projects as well as develop respective procedures.
    b. Develop the outputs of the M&E system on multiple delivery platforms, such as mobile vs. desktop, and optimizing output to match the specific platform
    c. Fix problems that may arise or catering to the needs of software related issues of the M&E system
    d. Do regular system health checkup to detect bugs, ensure 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 setting up and onboarding of projects on the IT system for Monitoring & Evaluation purposes

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATION AND EXPERIENCE:
- 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

SKILLS & COMPETENCIES:

- 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

COMPENSATION:

Salary range in this position is commensurate to industry standards and will be determined based upon the experiences and fixed as per the HR policies of the organization.

ACCESS is an equal opportunity employer. We encourage qualified women to apply for job opening. Interested candidates should send an up-to-date CV and cover letter addressing the above requirements to sukhbir@accessdev.org. Only short-listed candidates will be contacted.