

Program Manager – Learning, Monitoring & Evaluation

ABOUT FAT:

Feminist Approach to Technology (FAT) is a nonprofit organization committed to empowering women through technology. We believe that women can move at par with men in making and using technology and that women can truly feel empowered only when the perceived technological divide has been bridged! To know more about us, visit: www.fat-net.org.

CURRENT PROGRAMS:

Young Women's Leadership Program: Young Women's Leadership Program aims at building leadership amongst adolescent girls and young women through the innovative use of technology. We work very intensively with disadvantaged girls from ages 14 to 25 to develop their agency and support their voices for their rights while also providing them access to technology and building their skills to use tech tools to connect with opportunities around them. The program has multiple elements and is a multiyear engagement with each girl. However, the first step of engagement with the girls starts with her joining our Tech Center, a center to learn basic technology skills.

Girls in STEM Program: The program aims to promote Science, Technology, Engineering and Mathematics (STEM) education for girls and through innovative STEM education opportunities kindle their spirit of inquiry and innovation, thereby inspiring and supporting them to enter STEM fields in future. As of now, we are running a pilot project in Delhi, called the Jugaad Lab, where girls from disadvantaged backgrounds learn various STEM concepts through hands-on activities.

Network and Knowledge Building through Advocacy: Through collaborations with various women's rights groups and other NGOs, we work to foster a dialogue to understand intersections between women's rights & technology and facilitate collaborations to engender technology that promotes women's rights.

SCOPE OF WORK:

At present, FAT has started to expand its work in multiple locations across India through collaborations with local groups/NGOs to adapt and implement our Young Women's Leadership Program while also creating spaces for knowledge building and advocacy on technology for women's rights. In each project location, we have Program Associates and representatives of local partners directly working on the field with girls and local groups. We are looking for a Program Manager who would be responsible for providing content related support to these field representatives, monitor and mentor them on a regular basis, facilitate learning processes to ensure quality control and also plan the yearly evaluation process for each project and project location. The person will also be responsible for developing the materials needed for such quality control and content delivery. The Program Manager will also be responsible to eventually develop MEL system with other team members, for the organization.

Detailed scope of work:

1. Work with the core Program Team at FAT to understand the key requirements for quality control in our programs/projects and ensure they are translated at each project location.

2. Provide regular mentoring, monitoring and learning support to the implementing team (including FAT team members and partner representatives) in each location.
3. Develop documentation, monitoring and evaluation systems required for quality control as well as increasing effectiveness of the program.
4. Streamline all documentation and monitoring processes in each location and ensure they are followed.
5. Plan and execute training and capacity building programs needed for field team and partners.
6. Produce any training, learning and monitoring materials needed.
7. Update the core Program Team at FAT on progress made in the field, challenges faced and action on a regular basis.
8. Create learning opportunities between teams in different project locations.
9. Ensure timely reporting from all program locations, including internal reporting needs, funder reports as well as contribution for annual reports.

REQUIREMENTS:

1. Excellent understanding on women's rights issues. Experience of working on women's rights issues is a must. Previous track record of working on gender and STEM would be a plus point.
2. 5-6 years previous work experience in Training, Monitoring and Evaluation roles, preferably in women's rights issues.
3. Excellent data analysis and interpretation skills. Knowledge of quantitative as well as qualitative M&E software would be an added advantage.
4. Team Player with an orientation to play a supportive role. Experience in working with partners and field staff needed.
5. Good networking skills, ability to establish and maintain a professional network of appropriate contacts.
6. Good organizational, creative and technical communication skills, both oral and written, in Hindi and English.
7. Ability to multi-task, produce to daily deadlines, manage independent projects, plus work in a team.
8. This job is mainly for support in project sites and hence will require extensive travel. The candidate must be willing to travel extensively.

OTHER INFORMATION:

- Reports to: Executive Director
- Location: Will be travelling to partner organizations across India as per the requirement.
- Salary: Between 60K to 70K, depending upon experience and competence.

Candidates are requested to:

- Attach a full Curriculum Vitae and a letter of intent;
- Provide the names and contact details for three references.

Deadline for applications is 20th September, 2016. Only shortlisted applicants will be contacted.

Please send your applications to: jobs@fat-net.org mentioning the position and location you are applying for in the subject line. For more information on our organization, please visit : www.fat-net.org