

Monitoring and Evaluation Volunteer

Period: 3 months

Job Role:

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:

Implementation

- 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.

Specific Skills and Experience required:

- Microsoft Office skills, **especially 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

Desired qualities:

- A friendly and professional demeanor
- 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