



Position: Monitoring & Evaluation and Communication Officer

Base Location: Karta Initiative India Foundation Office, Noida, Uttar Pradesh

KIIF's Office Location: B-33, Sector - 40, Noida, Uttar Pradesh, India

Employment Type: Full-time | Noida-based with extensive field travel across India

Duration of the Contract: 12 months (renewable based on performance review)

Experience Required: 5–10 years

About Karta Initiative India Foundation (KIIF)

Karta Initiative India Foundation is committed to enabling talented young people from under-served backgrounds to access transformative higher education opportunities and build pathways to leadership. Through partnerships, mentorship and systemic engagement, we aim to unlock potential and create equitable access to education and career opportunities.

About the Role:

The Monitoring & Evaluation (M&E) and Communication Officer will play a **key role in strengthening evidence-based decision-making and learning** across Karta's programs. The role involves **developing and implementing M&E frameworks, managing data systems, conducting evaluations** and **generating insights** to inform program design, reporting and strategic growth.

Key Responsibilities Areas:

1. Monitoring & Evaluation Systems

- Design and implement M&E frameworks such as log frameworks, Theory of Change (ToC) etc, as well as tools, and indicators aligned with program objectives and donor requirements.
- Develop baseline, midline and endline surveys and other data collection instruments.
- Ensure data quality assurance mechanisms are embedded across all processes.

2. Data Collection, Analysis & Reporting

- Manage data collection (quantitative and qualitative) through surveys, ethnographic studies and other methods, from multiple program sites across India.
- Clean, analyze and interpret data to generate actionable insights.
- Produce timely and high-quality M&E reports consisting of dashboards, infographics and visualizations to communicate impact effectively to internal teams, donors and partners.

3. Learning & Capacity Building

- Support program teams to integrate M&E practices into day-to-day work.
- Facilitate periodic reflection sessions, learning reviews and knowledge-sharing workshops.
- Document best practices, case studies and success stories to strengthen organizational learning.

4. Compliance & External Engagement

- Ensure adherence to donor and government reporting requirements.
- Support proposal development by contributing M&E frameworks and evidence-based inputs.
- Travel frequently with the Founder/CEO for field visits and stakeholder engagement and represent Karta Initiative in external M&E networks, coalitions and forums.



5. Fundraising & Donor Engagement

- Support fundraising, donor engagement, and grant management efforts.
- Assist in proposal development, reporting, and presentations.
- Maintain documentation of field activities and outcomes.
- Support donor communications and relationship management.

6. Internal & External Communication

- Manage internal and external stakeholder communication.
- Contribute to thought leadership and content writing (e.g., Stanford Social Innovation Review, IDR, Medium, LinkedIn, etc.)

7. Additional Responsibilities

- Undertake any other duties and responsibilities as assigned by the supervisor, mental health lead, or senior management team to support the mission and goals of the organization.
- Be flexible to travel to program sites or events as needed, contribute to the on-ground impact of Karta's programs and represent Karta's initiatives at external forums or partnerships.

What we are looking for:

- **A Bachelor's degree in a STEM-related discipline is mandatory. Candidates must hold a strong undergraduate degree in a STEM field, including Mathematics, Physics, Chemistry, Biology, Engineering, or Technology, to be eligible to apply.**
- **A Master's degree or PhD in Statistics, Social Sciences, Economics, Public Policy, Development Studies or Education, or a related discipline is highly desirable.**
- 5–10 years of relevant experience in monitoring, evaluation and learning in the development/higher education sector. **Experience in higher education and/or working within the university ecosystem is highly preferred.**
- Strong quantitative and qualitative research skills.
- Proficiency in data analysis software. (SPSS, STATA, R, or Advanced Excel)
- Familiarity with digital data collection tools. (KoboToolbox, SurveyCTO, Epicollect5, etc.)
- Familiarity with PowerBI, Tableau, or other data visualization tools.
- Excellent report writing, presentation and communication skills.
- Strong values of compassion, integrity and resilience with exceptional people skills, multi-dimensional personality, go getters and entrepreneurial in nature.
- Firm belief in constitutional values of **secularism, equality and fraternity.**
- Has scientific temperament and critical thinking.
- Non-linear thinker, institution builder, action-oriented mindset with a hands-on approach.
- Has the mindset and capacity to turn empathy into action.



- Willingness to travel extensively to remote rural areas for a minimum of **150 days per year**, with minimal supervision. Travel Reimbursement: All official travel expenses reimbursed as per KIIF policy.
- Ability to work collaboratively in diverse teams and adapt to a fast-paced environment.
- Based in Delhi/NCR or willing to relocate.
- Long-term outlook and willingness to commit **3–5 years** to the organization.
- Excellent verbal and written communication, problem-solving and presentation skills.
- Can go beyond the call of duty and put the cause before self.

Desirable Skills:

- **Experience in the higher education or youth development sector and/or working within the university ecosystem is highly preferred.**
- Knowledge of impact evaluation methodologies. (RCTs, Quasi-experimental Designs)
- Experience with donor-funded program reporting.

Personal Attributes:

- Strong analytical mindset and attention to detail.
- Commitment to equity, inclusion and youth empowerment.
- Proactive, adaptable and solution-oriented.
- Ability to balance fieldwork with desk-based analysis.

What We Offer:

- Opportunity to contribute to systemic change in education and youth leadership.
- A collaborative, mission-driven work environment.
- Professional growth through exposure to diverse programs and global networks.

Compensation Offered:

The position offers a gross compensation in the range of Rs. 8 lakhs to Rs. 15 lakhs. The compensation offered to the selected candidate will be determined based on their qualifications, relevant quality experience and demonstrated competencies.

Medical Insurance Benefits:

Comprehensive medical insurance (Rs. 5 lakhs cover) for self, spouse and dependents (parents and children, if any), plus an accident policy (Rs. 5 lakhs cover).

Application Process:

If you are passionate about making a difference and have the requisite experience, we would love to hear from you.

Apply here: Please fill the following google form: <https://forms.gle/gY4L66h28bJzgXup8>. We look forward to reviewing your applications and getting in touch with the most qualified candidates.

Deadline: Apply immediately.