

Job Description for General Manager (GM) – MEL

1. Background

Dev Insights (DI) is a private limited company, formed in 2015, by group of development professionals having diverse set of skills ranging from Research, Monitoring, Evaluations, Learning, Analytics, Documentation and Training in the social sector. We create and support effective use of high-quality evidence to inform decision-making and improve the lives of people living in poverty in low- and middle-income countries (L&MICs). We have partnered with some of the leading organisations including Foundations, International and National NGOs, Corporate and Government of India on Monitoring, Learning & Evaluation and Learning (MEL) projects. For more information, please visit our website – www.devinsights.co.in

DI is inviting applications for the post of General Manager (GM) – MEL.

2. Summary

The GM will provide technical and management leadership and for research, impact evaluations, synthesis, and other evidence programs. This would include leading the MEL team, supporting the preparation of proposals for new funding, reviewing existing proposals, quality-assuring of all internal and external studies, and managing external reviewers and other consultants. S/he is expected to assume full management responsibility for research programs, provide technical assistance for capacity building, and write content for publications, social media, and DI's website. S/he will lead and/or participate in high-level events, conferences, and workshops. The GM shall communicate and negotiate directly with clients, funders and represents DI to policymakers and researchers.

The successful candidate must have significant (7-10 years) impact evaluation research experience and have demonstrated expertise implementing research and translating research evidence for decision-makers. We are seeking a highly diplomatic and entrepreneurial individual who is comfortable taking initiative and who thrives in a matrix-managed, fast-paced environment.

The GM will report to the Chief Strategy Officer (CSO) and the CEO of DI. The GM will supervise and mentor junior staff. S/he will be working in a matrixed environment and will be expected to establish strong and collaborative relations with staff at DI office, with researchers and other stakeholders in the field. International and domestic travel is expected at approximately 20 to 40 per cent of her/his time.

3. Key responsibilities

3.1 Evaluation research and technical assistance

- The GM will oversee impact evaluation and implementation research grants across a range of development sectors, including but not limited to: health, health services, nutrition, education, governance, finance, microfinance, humanitarian, social protection, agriculture, and related social sector programming;
- Conduct and advise on scoping studies, formative research, process evaluations, replication studies, systematic reviews and evidence gap maps;
- Assist in the management of technical assistance projects, including writing specifications for professional service contracts, recruiting consultants, standardizing products and reports and quality assuring products and services;

- Provide technical assistance to key DI stakeholders, on topics including but not limited to capacity-building, evaluation methods and study design, database development, research transparency initiatives, and evidence uptake and use;
- Work with consultants and stakeholders in the field, as well as with DI staff, to ensure documentation of DI's evaluation programmes; and
- GM may be asked to lead on new methods and/or development of certain innovative research topics (research transparency, etc.).

3.2 Business development and Project management

- The GM will research and explore new business opportunities and secure business within existing and new markets and clients.
- Engage in strategic growth and diversification of DI initiatives to cultivate clients, partners and donors, develop partnerships, and write technical proposals.
- Provide project management leadership and support for research and professional services grants and contracts to ensure the strategic, programmatic, technical, financial, and contractual integrity from project beginning through implementation and completion;
- Ensure – in collaboration with DI staff who are managing programs – that grant and contract implementation and spending are aligned with approved budgets, workplans and DI policies and practices;
- GM may recruit, on-board, manage, and supervise staff and consultants, as required; and
- Mentor junior staff, as needed.

3.3 Institutional advancement and communications

- Represent DI in research, evaluation and development fora, including technical working groups and donor, bilateral, and multilateral consultative groups and meetings;
- Strengthen and build relationships with DI's key stakeholders, including members, donors, policymakers and researchers;
- Lead and contribute to technical reports, publications, briefs, blogs, website content, and other social media on evidence programs and professional services; and

4. Qualifications, experience and skills

4.1 Education and work experience for the position

- Master's degree in evaluation, public health, economics, demography, or other relevant social science field that includes statistical training and experimental methods; a doctorate is strongly preferred;
- **Total work experience of 7-10 years with M&E / Research agencies**
- Research experience and in-depth knowledge of experimental and quasi-experimental methods applied in impact evaluation (RCT, IV, propensity score matching, DID and interrupted time series);
- Experience designing and implementing one or more of the following: implementation research, process evaluations, formative research, qualitative research;
- Academic knowledge of and direct field experience with health, nutrition, and other social sector research in L&MICs;
- Experience in L&MIC policy development and/or policy implementation at either the national or sub-national level preferred;
- Project management experience; and
- Experience supporting new business activities and demonstrated ability to write technical proposals across one or more development sectors preferred.

4.2 Skills

- Ability to carry out data analysis in Stata / SPSS / NVivo / Atlas TI and/or other analysis software packages;
- Excellent oral and written communication as well as presentation skills in English; Hindi and/or other regional languages of India; professional proficiency highly preferred;
- Excellent organisational skills, attention to detail, and the flexibility and willingness to adapt to shifting weekly priorities and deadlines;
- Experience working and managing staff in a matrix environment; and
- Excellent cross-cultural skills and diplomacy, and a reputation for being a strategic thinker, innovator, networker, and “field person”.

5. Probation period

The candidate will be on probation for 6 months. Candidates will be confirmed based on their performance during the probation period.

6. Application process:

- Candidates interested may please send their CV along with a covering letter at with the subject “General Manager – MEL” at info@devinsights.co.in & sanya@devinsights.co.in
- The covering letter must mention
 - total years of experience in Research / Evaluations
 - current/last salary
 - coordinates (email and mobile no.) for three professional references
- A sample of original writing (research paper, proposal, or other technical document that you alone authored)

“Only shortlisted candidates shall be contacted. DI reserves the sole right to alter/modify/cancel the entire selection process or the position or the vacancy or to disqualify any candidature at any stage of the selection process”.