

Project Manager - Analytics

About the Organisation:

With increased urbanisation in India, the issue of urban poverty is on the rise - and will magnify if not tackled collectively. The urban poor struggle to survive, and face challenges to access basic needs – water, sanitation, nutrition, health, and shelter. Inadequate access to healthcare, education and livelihood opportunities keeps them vulnerable.

Apnalaya works with the urban poor- Enabling access to basic services, healthcare, education, and livelihoods; Empowering them to help themselves; and Ensuring the provision of civic entitlements through advocacy with the government.

Our programmes work at three different levels to help uplift the urban poor:

- **INDIVIDUAL** - We enable access to basic civic amenities, healthcare, education, and livelihoods necessary for individuals to survive, feel secure and grow.
- **COMMUNITY** – We empower the community to help themselves, by building their capacity as Volunteers.
- **GOVERNMENT** – We ensure the provision of civic entitlements through advocacy with the government.

Job Description

The Project Manager – Analytics is responsible for the documentation and development of the community-based programme on themes like community health, disability, social security and social capital. She/He should have the experience and expertise to design, document and analyse the programme, strengthen knowledge management processes, undertake donor reporting requirements and work with stakeholders. This position requires a unique blend of understanding programme development, collaborating with both internal and external stakeholders, and the ability to use data-driven insights to drive impact.

Location: Chembur, Mumbai

Reports to: Director, Citizenship & Advocacy

Duties and Responsibilities include:

1. **Programme Development:** Collaborate with stakeholders to design and develop data-driven programmes that align with the organization's mission and goals
2. **Data Analytics:** Oversee data collection and quality, analysis, and reporting systems to track programme performance and measure outcomes.
3. **Research and development:** Contribute towards developing programme, evaluations and research proposals
4. **Communication Strategy:** Create and implement communication strategies that effectively convey programme impact to various stakeholders, including donors,

partners, and the community.

5. **Stakeholder Engagement:** Build and maintain relationships with partner organizations, donors, and community members to support programme success and promote our mission.
6. **Project Management:** Lead programme planning, execution, and evaluation, ensuring projects are on time, within scope, and meet quality standards.
7. **Budget Management:** Manage programme budgets, monitor expenses, and ensure cost-effective delivery of services in the communication and analytics areas.
8. **Team Leadership:** Supervise and provide guidance to programme staff, including data analysts, communication specialists, and volunteers.
9. **Advocacy and Outreach:** Engage in advocacy efforts, represent the organization at relevant events, and promote the programme's mission and objectives.

Desired Candidate Profile:

Essential:

1. A Masters in Social Work, Sociology or in other Humanities, relevant statistical and communication employment role
2. Understanding of the social sector with a minimum of 3-5 years of relevant experience
3. Proficiency in English with excellent writing skills and proficiency in spoken Hindi
4. Computer proficiency required
5. Process and result-oriented with good analytical and critical thinking skills.
6. Excellent communication and storytelling skills to convey program impact effectively.
7. Demonstrated experience in working collaboratively with diverse stakeholders.

Desirable:

1. Proficiency in using data analysis tools and communication software.
2. Knowledge of applicable regulations and compliance requirements.
3. Demonstrate an understanding of and sensitivity to different forms of inequalities that impact the different aspects of access to basic rights and entitlements, the cultural context and challenges faced by vulnerable and marginalized communities

How to Apply:

If you are passionate about leveraging data and communication for social impact and meet the qualifications outlined above, please submit your resume and a cover letter detailing your relevant experience, why you are interested in this role, and how you align with our organization's mission.

Please send your application to: arpita@apnalaya.org ; yasmin@apnalaya.org

Apnalaya thanks all applicants for their interest; however, only those selected for an interview will be contacted.

Remuneration: Commensurate with experience and skills

We are committed to fostering a diverse and inclusive workplace where all candidates are welcome and valued. We encourage individuals from all backgrounds, experiences, and perspectives to apply for this opportunity, as we believe in the strength that diversity brings to our team.