Job Description **Designation:** Executive/Sr Executive-M & E

**Function:** Monitoring & evaluation

**Reporting:** AVP-M&E

# Purpose of Function:

* Deliver on providing all monitoring & evaluation data in terms of reports, metric
* To understand and implement the unique work model and value system of Lotus Petal.

# Key Tasks:

# Working with a cross functional team to collect data for reporting

# Format data in the required structure

# Support in making Reports & records / MIS both excel as well as donor nominated systems.

# Support & prepare performance Metrics for all programs – preparation, updating in system/Donor specified dashboards, Updated information for project proposals

# Actively participate and contribute in the formation of the SOPs for internal tasks of the department

# Any other tasks assigned by the Manager

**Profile of the candidate:**

* B. Com Graduate or MBA(Finance) from renowned university
* 4yrs+ exp in MIS & data management
* Good logical reasoning & analytical skills.
* Good computer skills, Good in Excel , PowerPoint, Google Data Studio
* Preferably SQL, Google Apps script, Looker, API, data modelling
* Good Communication skills
* Openness to learning; adaptability; High level of customer service orientation