

AROH Foundation, an ISO Certified organization of national repute working towards social upliftment in multiple sectors like education, livelihood, health and sanitation, etc., seeks dynamic and motivated professionals with relevant experience.

**Job Title:** Monitoring and Evaluation Officer (with Liaison Responsibilities)

**Project:** Centre for Financial Literacy (CFL) Project

**Location:** Ahmedabad, Gujarat

**Reports To:** National Head at Head Office

**Employment Type:** Contractual

### **About the Project:**

The "Centre for Financial Literacy" (CFL) Project, implemented by AROH Foundation in collaboration with the Reserve Bank of India (RBI) and funded under the Financial Inclusion Fund (FIF) by NABARD and sponsored banks, aims to promote financial awareness and education among individuals and communities across India. The project empowers people with the knowledge and skills necessary for making informed financial decisions and achieving greater economic stability.

### **Job Summary:**

The Monitoring and Evaluation Officer will be responsible for overseeing the project's monitoring and evaluation activities while effectively liaising with funding organizations and government agencies. This role involves ensuring compliance with project guidelines, facilitating communication with stakeholders, and managing financial reimbursements.

### **Key Responsibilities:**

#### **Project Coordination:**

- Manage all district-level responsibilities for the successful planning and implementation of the CFL Project.
- Lead a team of Financial Counsellors, Assistant Financial Counsellors, and community volunteers/leaders in the assigned districts covering all CFLs.
- Ensure compliance with RBI's project SOP and guidelines.

#### **Monitoring and Evaluation:**

- Conduct regular and periodic visits to CFLs to monitor project activities.
- Oversee the preparation and completion of research, demand surveys, and evaluation reports.
- Generate weekly and monthly reports on project progress and submit to the State Manager.

#### **Liaison and Public Relations:**

- Build and maintain strong relationships with key stakeholders, including RBI, NABARD, SIDBI, sponsored banks, and other government organizations at the district level.

- Represent the organization in various review meetings, consultations, workshops, and project progress reviews.

### **Financial Management:**

- Finalize monthly Opex bills/invoices and ensure timely submission to the state manager.
- Follow up for timely Opex reimbursement and address queries related to expenditures and submitted bills.

### **Training and Capacity Building:**

- Assist in the development and upgradation of training modules and materials.
- Conduct training of trainers and refresher programs for staff.

### **Reporting and Documentation:**

- Ensure the regular uploading of program data to the RBI's Online CFL Project portal and MIS system.
- Compile and write monthly, quarterly, and annual reports for sponsors and stakeholders.

### **Community Engagement:**

- Facilitate Financial Counsellors in creating work plans and strategies for effective project implementation.
- Capture best practices and case studies from the field to enhance program visibility.

### **Qualifications:**

#### **Education:**

- Graduate in any discipline with 2-3 years of experience in rural development, preferably in banking, financial inclusion, or SHGs.
- Excellent organizational and time management skills to meet deadlines and manage multiple projects simultaneously.
- Experience in a similar position with a reputed NGO will be desirable.
- Strong understanding of financial concepts and literacy programs.
- Proven ability to manage multi-stakeholder partnerships and deliver results in dynamic environments.

#### **Skills:**

- Excellent leadership, communication, and interpersonal skills.
- Proficiency in English and Hindi; knowledge of local languages is desirable.
- Strong organizational skills and attention to detail.

**Additional Requirements:**

- Local candidates from Gujarat will be given preference.
- Willingness to travel extensively within the assigned states.
- Must possess a bike, smartphone, and laptop.

**Any other work assigned by your reporting manager****How to Apply:**

Interested candidates who meet the qualifications are invited to submit their resume along with a photo detailing their relevant experience go to the link <https://aroh.in/Home/career> to apply for the above-mentioned position.

We thank all applicants for their interest in AROH Foundation, but only those selected for an interview will be contacted.