

Our vision is of a world where no one is blind from avoidable causes and where visually impaired people participate equally in society. Each year, we improve the lives of millions of people in the poorest parts of the world.

Position: Programme Performance Coordinator

Location: Bhopal

Reporting: Area Director

Salary: Competitive

Sightsavers India has an exciting opportunity for a **Programme Performance Coordinator** to join a dynamic and high performing research team. S/he will work with to systematically collect, store, evaluate, transfer data/ information on the projects implemented by Sightsavers in accordance with the organisational systems and document quarterly and annual reports of the State/ area.

Required educational qualifications and experience:

- 6 – 8 years' experience in an NGO environment
- 2 to 4 years' experience designing, developing, and generating reports from a relational database application.
- Database design, deployment and management experience is highly desirable.
- Excellent report writing skills.

Major Responsibilities:

- Collect & evaluate data / information and ensure quality and correct information is transited within the organization.
- Work closely with Programme Performance team for KPIs and other state specific information of interventions such as Eye Health, Social inclusion and Inclusive Education.
- Consolidate and analyse performance data from partner reports for each state programme on a monthly basis to facilitate data-based monitoring.
- Support programme teams for accurate data entry on the portal.
- Create and update state wise background data readily available at Area Office.
- Support programme teams in annual target setting based on trend.
- Analyse monthly partner performance at the project level based on Programme dashboard and interpret them to the State team and Area Director for management decisions.
- Flag up issues with the Area Director and state teams for corrective action.
- Prepare quarterly variance analysis of the performance of each state programme including finance data related to programming.
- Undertake in-depth programmatic analysis of MIS data with support from Senior Manager, PPRL and Research Officer.
- **Document and consolidate State monthly and quarterly progress reports.**
- **Update Area presentations based on State reports.**
- **Ensure content from the States is provided to Comms team for visibility on the organisation's website.**
- Help State teams create district-wise background papers based on the district profiling information.
- Prepare Annual Learning and Reflection document and support with relevant case studies.
- Facilitate and participate in-house research and studies.
- Facilitate process documentation of successful demonstration models and approaches along with State teams.
- Support State teams to produce quality reports for donors.
- Capacity building of Programme Execution team on MIS
- Ensure Programme Execution team have similar understanding of indicators.

- Undertake periodic evaluation to validate quality and accuracy of data received from partners and share feedback with programme teams.
- **Any other work allotted by line Manager.**

Submission of application:

Candidates may apply latest by 2023 by 22nd May 2023, sharing their updated CV along with a cover letter at with Subject line - "Programme Performance Coordinator".

As an equal opportunity employer, we actively encourage applications from all sections of the community. Qualified people living with a disability are particularly encouraged to apply.