

## We are hiring

### **MASUM (Mahila Sarvangeen Utkarsh Mandal)**

*A non-profit rural women's organization*

MASUM invites applications from qualified and committed candidates for the following position in **Chh. Sambhajinagar District (Aurangabad District)**

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**Position: MEAL Officer (Monitoring, Evaluation, Accountability & Learning)**

**Number of Posts: 2**

**Location: Chh. Sambhajinagar District (Aurangabad District)**

**Employment Type:** Full-time

**Salary:** Commensurate with experience

**Application Deadline: 25<sup>th</sup> March 2026**

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### **About the Organization**

MASUM is a non-profit rural women's organization working to promote women's rights, gender equality, and community empowerment in rural Maharashtra.

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### **Key Responsibilities**

The MEAL Officer will support the implementation and strengthening of Monitoring, Evaluation, Accountability, and Learning (MEAL) systems across programme activities, ensuring data quality, programme monitoring, and evidence-based decision-making.

- Manage data collection, validation, cleaning, consolidation, and timely MIS data entry.
  - Coordinate and support data collection by field staff and partner organizations.
  - Conduct routine data verification and quality assurance checks.
  - Document MEL activities and track indicator results.
  - Monitor programme and training activities through field visits and review meetings.
  - Provide analysed data for programme planning and strategic decision-making.
  - Collaborate with MEL Manager in developing monitoring frameworks and tools
  - Ensure effective internal communication on MEAL progress and findings.
  - Implement and periodically revise MEL plans, tools, and evaluation processes.
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### **Required Qualifications & Skills**

- Minimum 2–3 years of professional experience in data management and data analysis.

- Prior experience working on gender equality and gender-based violence (GBV) programmes will be an advantage.
- Proficiency in MS Office applications, particularly Excel, for data management and reporting.
- A postgraduate degree in Social Work, Women's Studies, Sociology, Anthropology, or a related discipline.
- Strong oral and written communication skills in Marathi, with basic working proficiency in English.
- Experience in conducting field-based data collection, preferably in rural areas.
- Ability to engage and work effectively with diverse communities and stakeholders.
- Demonstrated professional integrity, ethical conduct, and accountability.
- Good understanding of rural social, political, and economic contexts.
- Ability to work independently, apply analytical thinking, and resolve challenges effectively.
- Strong organisational skills, with the ability to manage multiple responsibilities simultaneously.

### **How to Apply**

Interested candidates should email their **resume and cover letter** to:

✉ [jobs.masumpune@gmail.com](mailto:jobs.masumpune@gmail.com)

**Subject Line:** Application for MEAL Officer

In the cover letter, applicants should briefly describe their experience in data handling, management and analysis while working with women and other communities, and key learnings from that experience.

**Last date for submission: 25<sup>th</sup> March 2026**

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### **Additional Information**

- Women and candidates from marginalized communities are strongly encouraged to apply
- Shortlisted candidates will be informed after application review
- Selected candidates will be required to undergo a brief pre-service training before commencing fieldwork

### **For enquiries:**

☎ 020-26995625 / 020-26995633

✉ [masum.puneindia@gmail.com](mailto:masum.puneindia@gmail.com)