Building a movement of Girl Leaders

Job Description

Position	Senior Program Officer- MEAL
Organization	Milaan Be The Change
Department	Monitoring, Evaluation, Accountability and Learning (MEAL)
Reporting to	Associate Director – MERL
Manages	MEL team members, consultants, research partners, and cross-functional coordination with programme and fundraising teams
Location	Lucknow

1. Role Purpose

The SPO-MEAL will strengthen Milaan's Monitoring, Evaluation, Accountability and Learning systems. The role will ensure that monitoring data and feedback from adolescent girls, communities and programme teams are properly collected, analysed and used to improve programmes. A key focus will be to support programme adaptation helping teams make timely changes based on data, feedback and field realities. The person will work closely with Programme, Design & Training and MEAL teams to build a culture of regular reflection, evidence use and continuous improvement, while ensuring that Milaan remains accountable to the girls and communities it serves.

2.About Milaan

Milaan is a non-profit organization that envisions an inclusive and equal world where every girl is educated, healthy, and safe. We believe in the power of movement building to challenge the social norms that reinforce gender inequality and rewrite the narratives that shape the day-to-day lives of women and girls. Our primary work focuses on adolescent girls aged 10–19 from socially and economically marginalized communities. Milaan empowers them by addressing four critical dimensions:

- Completion of Secondary Education
- Enhanced Access to Information and Services on Adolescent Health
- Prevention of Child Marriage
- Prevention of Gender-Based Discrimination and Violence

We are driven by values of empathy, respect, diversity, integrity, innovation, inclusion, and excellence in execution.

3. Key Responsibilities

A. Monitoring and Evaluation Support

- Support the implementation of programme monitoring systems and tools across locations.
- Help teams collect, check and analyse routine monitoring data in a timely and accurate manner.
- Support preparation of monitoring reports, dashboards and progress updates.
- Contribute to evaluations, assessments and reviews as required.
- Work with teams to understand monitoring findings and use them for programme improvement and adaptation.
- Support data quality checks and help address gaps in data collection and reporting.

B. Accountability and Feedback Mechanisms

- Help develop simple SOPs, tools and protocols for community feedback and grievance redressal.
- Make sure feedback mechanisms are inclusive, gender-sensitive, child-friendly, confidential and accessible.

C. Programme Learning, Reflection and Adaptation

- Facilitate regular learning and reflection sessions with Programme, Design & Training and MEAL teams at block, district and state levels.
- Support teams in understanding what is working, what is not working, and what changes are needed.
- Support practical programme adaptations based on monitoring data, feedback and field realities.
- Develop simple learning tools, reflection formats and case study templates for regular use by teams.

D. Evidence Use and Programme Improvement

- Work with programme teams so that monitoring data, feedback and evaluation findings are used for better planning and implementation.
- Identify gaps between targets, implementation quality and expected outcomes, and facilitate discussions on corrective actions.
- Follow up with teams to check whether agreed actions and adaptations have been implemented.
- Support the use of learning in programme reviews, quarterly planning, training plans and programme design.

E. Documentation, Knowledge Management and Coordination

- Maintain a structured repository of programme learning, feedback, case studies and good practices.
- Support preparation of learning briefs, internal reports, presentations and knowledge products.
- Build the capacity of programme teams to collect data, gather feedback, document learning and use evidence for decision-making and adaptation.
- Contribute to improving MEAL guidelines, tools and standard operating procedures.

4. Qualifications and Experience

- Postgraduate degree in Social Sciences, Development Studies, Public Policy, Education, Gender Studies, Research or a related field
- 5–7 years of relevant experience in monitoring, evaluation, accountability, learning or programme quality in the development sector
- Experience of working with programmes focused on adolescent girls, gender equality, education or community development preferred
- Strong documentation, analytical, facilitation and communication skills
- Good working knowledge of Excel and other digital tools for data management, analysis and reporting

5. Key Competencies

- Learning orientation– Encourages reflection, curiosity and continuous improvement
- Accountability mindset – Ensures participant voices influence programme decisions
- Analytical thinking– Identifies patterns, root causes and practical opportunities for improvement
- Facilitation and collaboration– Works constructively with field teams and different departments

How to apply?
Please send your CV along with a Cover Letter telling us in brief why you are suitable for the position to careers@milaan.in with the subject “Application for SPO-MEAL”. CTC for this position will be 7 to 10 LPA, depending upon skillsets and years of experience

Note: Milaan is an equal opportunity employer. We encourage applications from all individuals regardless of age, gender, race, ethnicity, religion, disability, or sexual orientation, and evaluate all candidates based on merit.