



Job description – ASER Manager



ASER Centre (www.asercentre.org), research wing of Pratham Education Foundation, seeks to use simple yet rigorous methods to generate evidence on scale on the outcomes of social sector programs. It also aims to strengthen the link between evidence and action by building the capacity of individuals and institutions to design, conduct and understand assessments that focus on key outcome indicators. One of ASER Centre's main activities is the design and facilitation of the Annual Status of Education Report (ASER), which is one of the largest household surveys of children conducted in India. We are currently hiring for the following position:

Job Title	ASER Manager
Location	Chennai
Reports to	State Head, Pratham Tamil Nadu
	ASER Centre central team, New Delhi

Roles and responsibilities: The role of an ASER Manager is to plan, coordinate and execute the ASER survey and other projects/programmes in Tamil Nadu. It requires extensive travel within Tamil Nadu especially to rural areas and also to New Delhi for workshops and training. Following are some of the tasks that an ASER Manager is involved in:

- Coordinating research, assessment and evaluation studies for ongoing and new projects for ASER Centre in Tamil Nadu
- Finalizing evaluation tools and formats for the surveys (ASER and other studies)
- Planning the ASER survey in some/all the districts of Tamil Nadu
- Carrying out pilot surveys
- Approaching and finalizing partner organizations for the ASER survey
- Translating materials from English to Tamil
- Conducting training for field workers
- Monitoring the survey by following quality control procedures
- Compiling and analyzing the data from the surveys
- Evolving dissemination strategies post report release

To perform the above tasks, the ASER Manager will be closely coordinating with the ASER Centre central team in New Delhi, State Head of Pratham Tamil Nadu and other teams present in the state.

Who are we looking for?

We are looking for candidates who have a real commitment to what we're trying to do here at ASER Centre. We want candidates who most importantly are open and willing to learn, are not afraid to deliver well beyond tasks assigned to them, and are willing to innovate and provide fresh ideas. We are also looking for candidates who are comfortable with travelling extensively to rural locations across Tamil Nadu, sometimes at short notice and comfortable working with a wide variety of people. If confirmed after a probation period of 6 months, a minimum 2 year commitment from the candidate is required.

Qualification and Skills Required

Educational Qualification: Minimum graduate (any field)

Work Experience: Prior work experience in the social or development sector is preferable but not mandatory.

Skills:

- Proficiency in MS Office (Excel, Word, Powerpoint, etc)
- Strong communication skills in Tamil and English (read, write and speak) to effectively mobilize and train large groups of people
- Ability to deliver under tight schedules
- Ability to work in a team and lead one when required to do so
- Analytical skills
- Knowledge of Corel Draw/Photoshop

Consultancy fee:

Consultancy fee – Rs. 15000/- per month (10% TDS would be deducted). Travel, Food and Lodging Costs for work related travels outside base location shall be separately borne/ reimbursed by ASER Centre as per Pratham Education Foundation's guidelines.

A laptop shall be given separately. The ASER Manager shall retain the laptop till the end of the contract. (This is not applicable for people who are not retained beyond the probation period of 6 months or those who discontinue with ASER Centre before completing probation/contract.)

The job will be made permanent only if the performance meets the organization's expectations during the probation period of 6 months.

Application Process:

- Interested candidates may email their CV along with a cover letter to kaushik.subramanian@asercentre.org. Please mention - **Application or the post of ASER Manager Tamil Nadu** in the subject line.
- Based on the CV and a telephonic conversation, candidates will be shortlisted for a test to assess their mathematical, MS Excel, presentation making (PPT), language and translation skills followed by a personal interview.

Joining: Immediate