



## About the Organization:

Sol's ARC is a registered NGO that has been working in the space of inclusion for the past 20 years. We work with the most marginalised group of individuals, those who have disabilities, mental illness, critical illness or are violence-affected to ensure they have equitable access to education and economic opportunities. Through a lifespan approach, we work towards our vision- Every Child Learns, Every Adult Earns.

From working directly with individuals on margins to then partnering with some of India's leading NGOs like Educate Girls, Teach for India etc., we now work at a systemic level through our partnerships with four state Governments, Madhya Pradesh, Meghalaya, Uttar Pradesh and Tamil Nadu. Our growth over the last 6 years has helped us grow from a few thousand individuals to now a reach of over 4 million beneficiaries.

**Vision:** Every Child Learns, Every Adult Earns

**Mission:** To create a scalable replicable model to reach every last child and adult.

**Values:**

- 1) Innovate to include
- 2) Bringing joy to all we do
- 3) Commit to excellence

## Why Join Us:

**Career Progression:** We offer opportunities for professional growth and development, allowing you to advance your career while making a meaningful impact in the field of inclusive solutions.

**Diverse Workforce:** You will have the opportunity to work with a diverse group of passionate individuals who share a common goal of promoting inclusive education and creating positive change. We encourage candidates of all abilities to be a part of our team, as we are committed to fostering an inclusive and accessible workplace for all.

**Collaborative Environment:** We foster a collaborative work culture where teamwork, open communication, and shared ideas are valued, ensuring a supportive and engaging work environment.

<b>Job title:</b> Program Manager
<b>Location:</b> Mumbai
<b>Team:</b> Monitoring and Evaluation
<b>Reports To:</b> Director of Program Operations

**Role purpose:** The Program Manager at Sol's ARC will play a critical role in overseeing program documentation, data collection, and analysis, driving informed decision-making and enhanced program effectiveness. This role will be essential in enabling the organization to assess impact, monitor progress, and ensure data-driven strategies for our ongoing and future initiatives. This role will involve close collaboration with program teams to support Sol's ARC's mission and leverage data insights to serve our beneficiaries better.

Key Responsibilities	Deliverable Outcomes
Documentation and Reporting	<ul style="list-style-type: none"> <li>● Develop and maintain comprehensive documentation for all program activities, capturing processes, milestones, and impact data.</li> <li>● Prepare reports, summaries, and presentations for internal and external stakeholders, ensuring alignment with Sol's ARC's mission and donor requirements.</li> <li>● Maintain detailed and organized records, facilitating easy access and retrieval of information for team use and donor communications.</li> </ul>
Data Collection and Management	<ul style="list-style-type: none"> <li>● Design and implement effective data collection processes for various programs, ensuring data integrity, accuracy, and consistency.</li> <li>● Train program staff on data collection methods, including survey design, qualitative and quantitative data gathering, and digital data management systems.</li> <li>● Organize, secure, and maintain data collected from multiple sources, creating a central repository accessible to relevant teams.</li> </ul>
Data Analysis and Insights	<ul style="list-style-type: none"> <li>● Conduct quantitative and qualitative data analysis to identify trends, challenges, and opportunities for program enhancement.</li> <li>● Translate data insights into actionable recommendations that support both programmatic development and strategic decision-making.</li> <li>● Prepare data-driven reports and dashboards for the leadership team, providing clear, concise insights on program performance and outcomes.</li> </ul>
Program Monitoring and Evaluation	<ul style="list-style-type: none"> <li>● Collaborate with M&amp;E teams to design and execute monitoring frameworks that assess program impact, reach, and overall success.</li> <li>● Utilize data to measure program effectiveness, adapting strategies as necessary to ensure continuous improvement.</li> <li>● Support donor reporting requirements, providing evidence of impact through well-documented data and analysis.</li> </ul>
Cross-functional Collaboration	<ul style="list-style-type: none"> <li>● Work closely with program leads, the M&amp;E team, and external partners to ensure accurate data collection aligned with project goals.</li> </ul>

	<ul style="list-style-type: none"> <li>• Collaborate with technology teams to develop or integrate tools that support streamlined documentation and data management.</li> <li>• Participate in team meetings, sharing insights, providing recommendations, and keeping staff informed on documentation and data management practices.</li> </ul>
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<b>Person specification</b>	
Qualification:	<ul style="list-style-type: none"> <li>• Bachelor's degree in Social Work, Data Science, Program Management, or a related field; Master's degree preferred.</li> <li>• Proven experience in program documentation, data collection, and analysis, with 3+ years in a similar role.</li> <li>• Proficiency in data analysis software (e.g., Excel, Looker) and documentation management systems.</li> <li>• Strong analytical skills with a demonstrated ability to translate data insights into actionable program recommendations.</li> <li>• Excellent organizational, written, and verbal communication skills.</li> </ul>
Prior Experience:	<ul style="list-style-type: none"> <li>• 3-5 years of relevant experience.</li> </ul>
Essential skills:	<ul style="list-style-type: none"> <li>• Strong communication and interpersonal skills, with the ability to build relationships across the organisation.</li> <li>• Excellent organisational and time management skills.</li> <li>• Proficiency in Microsoft Office and Google Workspace.</li> <li>• Ability to handle multiple tasks efficiently and manage priorities effectively.</li> </ul>
Essential attributes:	<ul style="list-style-type: none"> <li>• High attention to detail with strong problem-solving skills.</li> <li>• Ability to work both independently and collaboratively.</li> <li>• Adaptability and openness to learning new HR systems and processes.</li> <li>• Strong understanding of HR policies, procedures, and legal compliance.</li> </ul>

<b>Other Specification</b>	<ul style="list-style-type: none"> <li>• Must have a passion and charisma to train and travel across rural and urban places in India.</li> </ul>
<b>Working Hours</b>	10 am – 6 pm / Mon-Fri

To apply, [Click here](#).