

BIHAR VIKAS MISSION

Job Description



1. General Information	
Position Title:	Impact Assessment Officer
Reports to:	District Magistrate
Organization:	Bihar Vikas Mission
2. Organization Chart	
<pre> graph TD DM[District Magistrate] --- IO[Impact Assessment Officer] </pre>	
3. Key Accountabilities	
<p>Quality Assurance</p> <ul style="list-style-type: none"> Carry out social cost & benefit analysis for assigned programs and schemes at the concerned District Coordinate with different District teams to obtain relevant data points and information for quality assurance Assess progress and impact of schemes and initiatives under BVM in the District and communicate results to relevant stakeholders Collate, analyse and present quality assurance findings to relevant officials in the District Identify and engage agencies / resources for community outreach & data collection Collaborate with the MIS team to collect and disseminate survey, assessment related information 	
<p>Relationship Management</p> <ul style="list-style-type: none"> Build and maintain relationships with and support key internal and external stakeholders including existing District and Department officials Manage and coordinate with external stakeholders in the interest of the organization to drive positive outcomes 	
<p>Continuous Improvement</p> <ul style="list-style-type: none"> Identify opportunities for continuous improvement of systems, processes and practices taking into account international and national best practices, in order to facilitate cost optimization and productivity improvement 	
<p>Policies, Systems, Processes & Procedures</p> <ul style="list-style-type: none"> Recommend improvements to functional procedures and direct the implementation of instructions and controls within own area so that all activities are conducted in compliance with risk, audit, and regulatory requirements while delivering a quality, cost-effective service 	

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Related Assignments

- Perform other related duties or assignments as directed and required.

4. Qualifications and Experience

Essential

- Master's degree in Social Work / Development Studies / Rural Development / Social Science
- Minimum 1 year of post-qualification experience in project / program / scheme implementation.

Preferred

- Less than 40 years of age as on 1st August 2021
- Experience in conducting social audit and/or impact assessment studies
- Experience of working with state / central government or any other organization under the aegis of State or Central Government / bilateral / multilateral organizations (e.g. World bank, DFID, UNDP, ADB) on social audit / quality assurance / impact assessment / rural development projects or programs

#Age limit for SC / ST (Male/Female) domicile / resident of Bihar – 45 years;

Age limit for BC / EBC (Male/Female) domicile / resident of Bihar – 43 years;

Age limit for General (Female) domicile / resident of Bihar – 43 years

5. Knowledge and Other Skills

- Strong stakeholder management and interpersonal skills
- Excellent knowledge of quality assurance and social audit processes and procedures
- Ability to clearly, concisely and accurately report on project / program progress and outcomes to relevant stakeholders
- Ability to communicate with and engage with community and gain feedback

6. Competencies		Basic	Proficient	Expert
i.	Strategic/Innovative Thinking	✓		
ii.	People First	✓		
iii.	Consultation and Consensus Building	✓		
iv.	Initiative & Drive	✓		
v.	Problem Solving	✓		

Basic	Proficient	Expert
<i>Aware of principles and their application</i>	<i>Sufficiently competent to work alone</i>	<i>Competent to support and advise others</i>