

Job Description

Position Details

Job Title	Knowledge & Impact Officer
Location	New Delhi, India (<i>travel to different states in India, as required</i>)
Salary	Competitive; commensurate to experience, skills and qualifications
Contract Duration	1 year (Extendable)

Job Purpose

The candidate will be responsible for Pro Sport Development's (PSD) monitoring and evaluation (M&E), documentation, content creation and reporting as well as curriculum/ program development functions. The candidate will manage these functions by effectively coordinating and working together with different projects and teams in varied locations across the country.

Roles & Responsibilities

M&E, Documentation, Reporting (70%)

- Write and edit content for a wide range of documentation, communication, and marketing materials related to PSD's activities, projects, impact, and expertise.
- Develop and publish content across PSD's social media platforms and monitor engagement using designated tracking tools.
- Monitoring and evaluation (M&E) of PSD's programming (and in certain cases external projects), while working closely with the program implementation teams. This includes developing/ updating theories of change, MEL frameworks and data collection tools; supervising data collection; collating and analysing data to present key findings in reports.

Curriculum and Program Development (20%)

- Support the design of PSD's training and capacity-building engagements.
- Oversee the development of courses, curricula, and toolkits, and update existing content, as and when required.
- Assist in preparing training manuals, facilitator guides, program curricula and session outlines for various engagements.

Supervision of Team Members (10%)

- Supervise interns and consultants at PSD, particularly in relation to specific projects and PSD's documentation and M&E efforts.

Personal Specification

Job Requirements	Assessment Criteria	
	<i>Essential</i>	<i>Desirable</i>
Qualifications & Training		
Academic Qualifications	Bachelor's/ Master's degree in a relevant field (e.g., Social Sciences, Communications, Social Work, Economics, Sports Management or equivalent)	
Professional Experience	2-3 Years of experience working in monitoring, evaluation and content creation	Experience working in sport and/or development sectors

Knowledge & Skills		
Strong analytical skills with experience in data collection, analysis and reporting	✓	
Excellent writing, editing, and proofreading skills	✓ (in English)	✓ (in Hindi)
Strong interpersonal and communication skills	✓	
Project management and administration	✓	
General Attributes		
Self-motivated, ability to work independently and use your own initiative	✓	
Excellent teamwork and cross-culture skills	✓	
Open to new cultures and experiences	✓	
Adaptability and problem-solving skills	✓	

How to Apply

Submit a copy of your resume alongside a covering letter which clearly outlines how your skills and experiences match the requirements set out above to careers@prosportdev.in

About Pro Sport Development (www.prosportdev.in)

Pro Sport Development (PSD) is an award-winning social enterprise dedicated to utilizing sport, physical activity and play for the holistic development of young people. Established in 2013, PSD's objective is to build an ecosystem where the power of sport is leveraged to empower young people to become confident, competent and gender-sensitive leaders.