



Job Title: Senior Officer- Research & Evaluation

Location: New Delhi

Reporting to: Specialist - Research & Evaluation

Ipas Development Foundation (IDF) has been working in India since 2001 to improve the sexual and reproductive health ecosystem in the country. In close collaboration with the national government and formal partnerships with state governments, we work in communities and with the public and private health systems to enhance access to sexual and reproductive health services, particularly comprehensive abortion care, and choice-based contraception.

Visit us at: www.ipasdevelopmentfoundation.org

Who are we looking for?

The Senior Officer – Research & Evaluation will work closely with field and program teams to ensure timely, high-quality data collection, cleaning, analysis, and reporting. The role requires 3–5 years of hands-on experience in program monitoring — preferably in public health — with experience in managing data collection using ODK-Collect, Google Sheets, and MS Forms; supervising multi-state field data collection teams: data cleaning and data validation of large data sets; and, data analysis using STATA. Candidates should hold a postgraduate degree in Statistics, Population Studies, Public Health, or Management, and be willing to travel up to 60% of the time to district and block levels within project intervention areas.

What would you be expected to do?

The responsibilities of the Senior Officer- Research & Evaluation:

Data Collection and Field Support

- Support the planning and implementation of routine and concurrent data collection activities for assigned programs.
- Assist in training and handholding of field teams on data collection protocols and tools.
- Develop, test, and rollout of digital data collection tools (e.g., ODK Collect, Google Sheets, MS Forms).
- Coordinate with field team to ensure smooth field-level execution of monitoring activities
- Conduct periodic field visits to monitor data quality, resolve implementation issues, and provide on-site support.

Data Quality Assurance and Validation

- Validate data for accuracy, completeness, and consistency through regular desk reviews, and identify errors or inconsistencies for timely resolution.
- Prepare and share error matrices with the supervisor and support implementation of standardized data quality rules and procedures.

- Support quality assurance of data collection by testing digital tools and conducting back-check through field visits.

Data Management, Analysis and Reporting

- Undertake data validation, cleaning, and analysis.
- Prepare routine monitoring datasets, indicator trackers, and summary tables for reporting.
- Support preparation of monthly, quarterly, and donor reports, including tables, charts, and brief analytical summaries.
- Flag data quality issues, trends, and emerging findings for discussion.

Maintaining Data Repository

- Maintain data folders as per approved data archiving system.
- Document data quality issues as per approved format for every data set that is cleaned and validated.
- Work with the research team to identify and take corrective actions on issues identified in data sets.
- Document corrective actions recommended and implemented.

What is it like working for IDF?

We are proud of our thriving work culture and strive to remain the best in terms of employee friendly policies, women friendly work environment, and opportunities for learning. We have been rated among India's Best NGOs to Work For by the Great Place to Work Institute since 2017 and have been recognized as a Social Impact Icon. We have also been placed thrice in the elite list of India's Great Mid -size Workplaces and recognized as India's Best Workplaces for Women three times in a row.

To apply:

Interested candidates with relevant experience may e-mail their CV, covering letter (along with current/ last-drawn salary and expected salary) to res.idf@sectoraccess.co.in by May 4, 2026.

Due to the urgency of the position, applications will be reviewed on a rolling basis, and interviews may be scheduled prior to the closing date. Candidates are encouraged to apply at the earliest.

For further clarifications, please send your query on WhatsApp or SMS along with your name and contact number to our talent acquisition partner Sector Access at +91 92 050 10963 and they will respond on priority. Please note that only shortlisted candidates will be contacted.

Please note:

- IDF management reserves the right to modify the contents of this position description at any time.
- IDF is an Equal Opportunity Employer.
- IDF's recruitment and selection procedures reflect the organization's commitment to the safety and protection of children in the organization's programs. All employees & consultants are expected to uphold this commitment.
- IDF encourages applications from women and gender-diverse candidates.