

A photograph of a man and a young boy sitting on a bench, facing each other. The man is wearing a white shirt, a brown cap, and glasses. The boy is wearing a striped shirt. They are in front of a blue train with the text 'FIRST AC CHAIR CAR' visible. Other people are blurred in the background.

JOIN OUR MISSION

**FOR CHILDREN AT RISK
ON THE STREETS**

**ASSISTANT MANAGER – MONITORING, EVALUATION,
ACCOUNTABILITY & LEARNING (MEAL)**

RAILWAY CHILDREN INDIA – RECRUITMENT PACK

children RAILWAY
No child lost to the streets



WE BELIEVE IN A WORLD WHERE NO CHILD EVER HAS TO LIVE ON THE STREETS

Each day, across India – poverty, violence, family breakdown, neglect and mental health challenges force thousands of children from their homes. But, on streets and at transport hubs, children are vulnerable to exploitation, trafficking and abuse. The longer they are missing, the greater the chances they will be lost to the streets.

Railway Children India team has been working with these children for the past two and a half decades to ensure they are protected as early as possible and reintegrated with family-based care sustainably. We believe in a world where every child can thrive, away from a life on the streets. To achieve our mission, we **(a)** deliver high quality direct work with children to prototype solutions, **(b)** achieve impact at scale through system change and **(c)** build organisational capability. As we develop our strategy to 2030, we have ambitious plans to ensure no child is left behind, wherever we work.

WHO WE ARE



OUR VISION

A world where every child can thrive away from a life on the streets.



OUR MISSION

Create and enable sustainable change for children living alone and at risk on the street.



OUR AIM FOR 2030

We will evidence and demonstrate, effective and sustainable safeguarding solutions for street connected children.



WHAT WE STAND FOR

We stand for children

- We stand for children
- The children who don't have a voice.
- The invisible children.
- The children struggling to survive on the streets around the world every day.
- The generations of children suffer repeated cycles of abuse.

**WE STAND FOR CHILDREN,
THEIR CHILDHOODS
AND THEIR FUTURES!**

These Five Values
Guide Our Work



NEVER GIVE UP

Face challenges head on.



HAVE COURAGE

Push boundaries.
Think big.



EARN TRUST

Be honest. Always act
with integrity.



SHOW COMPASSION

Be kind and show
respect to all.



NURTURE TALENT

Encourage growth.
Enable others.



THE ROLE

Job Title:	Assistant Manager– Monitoring, Evaluation, Accountability & Learning (MEAL)
Department:	Programme
Location:	Delhi/NCR
Direct reporting to:	Head of Programme
Functional reporting to:	Head of Programme
Responsible for:	No reporting team member.
Nature of employment:	Permanent

JOB PURPOSE

The incumbent will be central to RCI's MEAL system. They will consolidate and monitor progress achieved against pre-decided outcome and impact indicators pertaining to program. The position will generate disaggregated reports as required for various purposes, responsible for managing large data sets pertaining to the relevant program objectives. The role will have to liaise with internal and external stakeholders for data acquisition and will be the SPOC for all information related to impact.

KEY RESPONSIBILITIES

Roles and Responsibilities:

The MEAL Officer is accountable for the accomplishment of the stated key end-results by providing professional expertise and assistance in the development and implementation of MEAL methodologies and tools. The incumbent will be responsible for information/ data collection, statistics and data analysis, sharing insights, preparation of reports/ other documents and communication.

Key Functions:

- The position will work in close coordination with the programme managers and Direct Intervention team to have a participatory MEAL system for the project.
- The position will be responsible for routine monitoring of the project based on defined participatory MEAL system and reports the progress accordingly.
- Will develop the programme monitoring reports and communicate to the concerned team as per the defined reporting structure.
- The person will support programme team in developing all types of periodical project reports, documenting the case studies, and similar other documentations.
- Tracks progress of programme implementation with the support of the project coordinators and compiles information in consonance with the expected deliverables under the project.
- Support programme team/supervisor in assessments of the issues during the project implementation period.

- Provide support in exploring the secondary information from various sources for better program implementation.
- Ensure data quality accumulation from the project.
- The person needs to understand child safeguarding, privacy and confidentiality of the information of the project and ensure it during the program implementation.
- Support creation of MIS system as per programme requirement and to track progress against program objectives.
- Any other task as required to implement the participatory MEAL activities in the project area.

General duties

- Uphold and work within Railway Children India's policies and procedures.
- Conduct yourself in accordance with Railway Children India's Child Safeguarding Policy and Code of Conduct Policy in personal and professional life – which includes reporting suspicions of child abuse or any other breach of these policies.
- Actively promote and embody Railway Children India's core values of Integrity, Bravery, Innovation and Effectiveness across the organization and partners.
- Undertake any other duties, as appropriate to the post, as delegated by the line manager.
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KEY RESPONSIBILITIES CONTINUED

Qualifications

- A professional with master's degree in social sciences or PGDRD or equivalent with around 3-5 years' experience, specifically experience in child rights.
- A proven work experience in MEAL, Data analysis and interpretation.
- A good understanding of the child protection issues.
- Ability to work independently and as part of a team.
- Team Player with an orientation to play a supportive role.
- Ability to communicate effectively in writing and fluency in local language would be a big advantage. Knowledge of SPSS, Knowledge of other quantitative as well as qualitative software would be an added advantage.
- Sensitive to the rights of children, especially on child protection and gender issues.
- Computer Savvy and can manage MIS.
- Excellent coordination, networking, management, and partnership-building skills.
- Good communication (Hindi and English), analytical, and report writing skills.
- Willingness to undertake extensive field work.
- Sense of balance and ability to work under pressure.

Compensation offered:

- The offer made to the selected candidate shall be commensurate with qualifications, experience and salary history.



A GREAT PLACE TO WORK

THE BENEFITS

As well as helping some of the world's most vulnerable children, we offer some great perks:






- Railway Children India has several examples of employees growing within the organisation and long association.
- Confirmed employees can avail 24 days holiday annually.
- Gratuity and EPF.
- A culture we're proud of. Driven by our CEO, values are at the heart of our culture and make Railway Children India a positive and enabling environment to work.
- Flexible working environment and home working.
- Personal accidental insurance for self and medical insurance for self, spouse, and children.
- More than 90% staff believes Railway Children India is a great place to work, is delivering on its mission and feel proud of the organisation (latest employee survey).



OUR PEOPLE PROMISE

All that we can achieve as an organisation is only possible because we have dedicated, skilled and courageous people. Their tenacity, passion and compassion create a culture that enables us to deliver incremental value beyond the resources we could ever have available to us. We know this, we witness it every day and therefore we strive to create an organisation that values them and their contribution.

As we set out to achieve lifesaving change for vulnerable children, we make our people a promise:

-  We will ensure diversity and inclusion, following transparent, fair and rigorous recruitment processes that attract and encourage applications from a diverse range of candidates.
-  We will support new people to fully settle into their new role and our organisation by providing a structured induction and integration programme.
-  We will work with our people to identify their career and development goals and facilitate opportunities for growth.
-  We will develop and implement a wide range of initiatives that ensure that our people are well-managed, supported, cared for and feel valued, listened to and included.
-  When people leave, we will listen and learn and seek leavers to be ambassadors for Railway Children.



STILL INTERESTED?

HOW TO APPLY...

To apply for this position, please complete the application form and return it to contact@railwaychildren.org.in. Please include job title applied for in email subject. Please note that Railway Children will only accept applications made using this application form and will not accept CVs, academic certificates or covering letters.

Closing date: 18th May 2025.

At Railway Children, we are committed to the safeguarding and protection of all those who come into contact with us in our work. We follow a range of procedures to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us. This post is subject to a range of background and reference checks including criminal records check.

Due to the number of applications often received, only those to be invited for interview will be informed of the outcome of their application.

Applicants who have not heard within two weeks of the closing date should assume they have been unsuccessful.

THANK YOU.

RAILWAY
children
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