

Project and Research Manager –Assessments

About CGI

CGI (earlier known as Gray Matters India, GMI) is a leading educational assessment and impact evaluation company that enables child-centric education by providing child specific diagnoses of learning levels and by providing actionable feedback to regularly monitor child's development. We provide large scale educational assessments and program evaluation solutions to bilateral and multilateral aid agencies, corporate philanthropic foundations, federal and state governments, implementers, and private schools. Some of our clients and partners include British Asian Trust, Deshpande Foundation, Government of Haryana, Kaizenvest, Michael & Susan Dell Foundation, Palladium International, UBS Optimus Foundation, USAID, to name a few.

CGI works with students from lower income communities in Government schools and Affordable Private Schools (APS). CGI has worked with 10,000+ schools, 15,00,000+ students across India and aspires to impact more than 50,000 schools, 30 million students and 100,000 teachers in next 5 years. CGI currently develops assessment tools using modern measurement techniques (like Item Response Theory and Rasch Modelling) and contextualize the assessment methodology for Indian schools. For more information, please visit <https://www.convegeniusinsights.com/>

CGI is part of ConveGenius (CG) group, an EdTech social enterprise driven to solve the challenge of educational equity and learning outcomes for children and youth in India. Currently, it reaches to over 18 million students in India to provide them access to quality education through their EdTech solutions.

Role Summary

ConveGenius Insights (CGI) is seeking an ambitious professional with result-oriented approach to join as the Project and Research Manager. The person in this position will be responsible for ensuring the successful implementation of our educational assessment projects, research and products. He/she collaborates directly with our clients (typically large philanthropic organization or state government bodies) in strategizing, designing, planning, and implementing our services to transform how assessments drive systemic change in the field of Education.

You are a research and project manager, a collaborator and a leader who has 3-8 years of experience in leading teams and managing projects/programs preferably in the field of Education. We are looking for candidates who are exceptional in handling projects and can manage work by themselves with minimal supervision. We are open for suitable candidates who can work from any location in India currently. However, they must be willing to relocate to Delhi NCR or Hyderabad, if the need arises or in case their work requires constant supervision and monitoring. This will be done whenever current COVID conditions become stable/open for relocation.

Tasks & Responsibilities

- Implementation of education assessment/M&E projects as per assessment methodology, workplans, budgets, timeline, and contractual obligations
- Developing assessment methodology (research design and sampling), working with the content team to develop assessment instruments, pilot testing of instruments, managing field team trainings and data collection, supporting in data analysis, reporting and client presentations

- Lead client engagement and stakeholder management during the entire project cycle
- Contributing to business development with proposal writing and collaborating with the marketing team for various collaterals
- Supporting CG team in assessment related activities

Education & Experience

- **Master's degree** in any of the following areas: business management, general management, education, research, statistics, or related field
- 3-8 years of full-time related work experience in assessments/ social research/ M&E, preferably within the field of educational assessments

Competencies

- Proven history in managing multiple research projects simultaneously
- Experience working in development & public sector
- Knowledge and experience of research methodologies, statistics, and quantitative data analysis.
- Effective communication & presentation skills. Ability to work independently and communicate pro-actively and professionally with customers and within the organization.
- Knowledge of how education interventions work is desirable.
- Experience working with one or more statistical software packages (e.g., R, Conquest, Stata SPSS etc.) is desirable
- Experience in grant proposal writing and business development is a plus. An ideal candidate should have technical (research and quantitative techniques) and managerial (project management) experience
- Strong facilitation skills and proven experience in training others
- Demonstrated commitment to quality and innovation

Work Environment

CGI's work culture is entrepreneurial and results oriented. CGI team is diverse with people from multiple backgrounds like education, business, engineering, development with varied experiences. The entire team at CGI comes together for one purpose, which is to make a significant impact on quality of education by providing actionable insights.

Compensation

A competitive Indian salary and benefits package will be provided commensurate to education and experience.

Application

Write to nitya@convegenius.ai with your resume and with a write-up on how your experience is suitable for this role. Mention the subject of the email as "Project and Research Manager – Assessments". Please note, due to the high volume of applications, only shortlisted candidates will be contacted or reverted.