

10<sup>th</sup> December, 2018



## **KHPT invites applications for the following position for its TB programme implementation across Karnataka.**

### **1. MIS Assistant: Positions: 2, Bangalore, Karnataka**

#### **Qualification and experience and desirable skills:**

- Post Graduate or Graduate in Statistics or related field
- Proven work experience as a MIS Coordinator
- With prior experience in monitoring of public health interventions.
- Knowledge of computer applications, like SPSS /STATA, MS Excel, MS Word and MS PowerPoint are required.
- Fluency in written and spoken Kannada and English languages

#### **Roles and Responsibilities:**

- Handle data management of dynamic data sets- ensuring correctness,
- completeness and timelines of Data shared by the Lab technicians and field officers
- Data collation and cleaning followed by generating daily, weekly, monthly reports and updates for the project
- Coordinate with field staff of the project for smooth data flow
- Data entry of surveys, research studies or any other type of information collected and conducted by the field staff/ any other outsourced organization

**Salary:** The salary for the above position is as per market rate and negotiable which will be fixed based on qualification, relevant experience, and interview performance.

**KHPT provides safe working environment for all its employees; follows the principle of equal opportunity and encourages women applicants. Physically challenged with required skills /knowledge and willing to travel are also encouraged to apply.**

### **How to apply:**

Please note that completed applications in the prescribed format will help us in shortlisting. Interested candidates please apply using the prescribed KHPT Application Format and email it to [jobs@khpt.org](mailto:jobs@khpt.org). Candidates can download the format by visiting <http://www.khpt.org/get-involved/join-us/>

The application should reach on or before **20<sup>th</sup> December, 2018.**