

19th January, 2019



The KHPT in partnership with India HIV/AIDS Alliance, through the project: KHPT-GFATM-VIHAAN supported by Global Fund Round IV phase II program, aims at improving health and quality of people living with HIV (PLHIV) in Karnataka state. KHPT invites applications from committed, compassionate and competent persons for the position(s) mentioned below:-

1. Program Officer: Position-1, Bangalore

Qualification and Experience:

- Masters in Social Work/ M.A.
- 5 years of experience in HIV Program and minimum 2-3 years of experience in managing care and support program.
- Knowledge of CMIS.
- Experience in Analyzing data using MS excel, for effective program planning.
- Knowledge of reviewing MPR and QPR and identifying program gaps.

Roles and Responsibilities in brief:

- Responsible for development and implementation of appropriate programme strategies as per Vihaan.
- Ensure effective implementation of the program.
- Ensure effective monitoring of key activities.
- Review and evaluation of program against mutually agreed upon project deliverables.
- Will assist in managing any relevant external technical support that may be required for the programmes and Sub-sub-recipients.
- Implementation of effective monitoring systems as per the guidelines of Vihaan.
- Review of all the key reporting documents being maintained at the CSC level, for quality and consistency
- Review of MPR and QPR for quality and correctness and work with CSC to address, key gaps identified.
- Conduct quarterly OSDV and prepare reconciliation documents accordingly.
- Maintain both programmatic and M&E documents and field visit reports for consistent follow-up.

- Support in advocacy related activities for the CSCs and support them to effectively plan the activities.
- Map and develop good and cordial relationship with the CSR in intervention areas and explore and establish linkages.
- Capacity building of the district teams on advocacy issues.
- Ensure effective implementation of DRT and document DRT activities
- Co-ordination with various Govt. Department, to ensure effective linkages.
- Sharing a monthly/ quarterly reports regularly.
- Identification of key gaps in the programs and seeking support from KHPT team.
- Ensuring effective coordination with DAPCU and ART team and sharing an updates of the program regularly.
- Planning handholding visits to the CSCs and effectively documenting the same to follow- up on the action taken.
- Sharing field based strategy to central team, to address concerns related to CABA, single women and discordant couples.
- Any other task assigned by line manager.

Reporting: The Program Officer will be reporting to Program Manager, Vihaan Project, Bangalore or person designated by him.

Salary: Salary will be in the range of Rs. 25000 – 28000 which will be fixed based on qualification, overall experience, relevant experience, interview performance etc.

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.

The criteria for selection will be relaxed for members from PLHIV or key population group who have the relevant experience and calibre. Final decision lies with the interview panel and the selection committee.

We will be following a systematic selection process to fill these positions based on experience, competency, suitability, aptitude to work with our KMC programmes and in-depth project knowledge.

How to apply:

Interested candidates please apply using the prescribed **KHPT Application Format** and email it to jobs@khpt.org. Candidates can download the format by clicking on '[Application Format](#)' or visit www.khpt.org to download the format.

The application should reach on or before **31st January, 2019.**

Please note that completed applications in the prescribed format will help us in shortlisting.