

12th March, 2019



Karnataka Health Promotion Trust (KHPT) as a sub-recipient of Foundation for Innovative New Diagnostics (FIND) is implementing “Joint Effort for Eliminating TB (JEET)” Project in Karnataka State.

KHPT will be the Patient Provider Support Agency (PPSA) and would be responsible for continuous, end-to-end engagement of private sector to provide quality TB services to patients seeking care in private sector. KHPT will also perform patient diagnosis support (including notification of TB status) along with patient management along with monitoring and reporting.

KHPT invites applications for the following position/s from committed developments professionals the project JEET.

1. M&E Officer: Position: 1, Bangalore, Karnataka

Qualification and experience

- Post Graduate /Graduate in Statistics or any equivalent degree
- At least 3 years of work experience in domain of Monitoring and Evaluation. M&E experience in TB programme would be an added advantage..
- Knowledge of computer applications, like MS Excel, MS PowerPoint are required. Experience in database development using CPro, MS Access or any other ODK are required.
- Working experience in SPSS /STATA, for data analysis is added
- Fluency in written and spoken Kannada and English languages
- Abilities to work with multi-disciplinary teams

Roles and Responsibilities:

- Data management of dynamic data sets- ensuring correctness, completeness and timelines of Data shared by the Lab technicians and field officers (Hub Agents, SCT Agents and TCs)
- Data collation and cleaning followed by generating daily, weekly, monthly reports and as requested data tables for SPMU/NPSU updates and QPR for the project.

- Ensure all Health Care Provider facilities have standard HEID and create new HEID for HCP who do not have a HEID registered for their facility. Develop a concurrent monitoring system and provide feedback on monthly progress/challenges to PD, OLs, Hub Agents, SCT Agents and TCs.
- Coordinate with field staff (Hub Agents, SCT Agents and TCs) 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.
- Mapping exercise of all private health providers along with SPMU and maintain data base.

Reporting: M&E Officer will report to project Director – JEET project, Bangalore

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.

We will be following a systematic selection process to fill these positions based on experience, competency, suitability, aptitude to work with our TB programmes and in-depth project knowledge. Only short listed candidates will be invited for interview.

Above position(s) demand excellent communication interpersonal /computer skills and involves travel. Preferences will be given to candidates who have work experience in TB related programmes in Government / INGOs /NGOs and local candidates with required experience and skill sets.

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.

Also, candidates can apply using the '**Online KHPT Application**' Format by clicking on <http://www.khpt.org/get-involved/join-us/> or visit KHPT Vacancy page at www.khpt.org.

The application should reach on or before **24th March, 2019**.

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