

23rd August, 2019



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

1. MIS Assistant: Position: 1, 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 MIS Assistant position is in the range of CTC of Rs. 17,000/- to 19,000/- per month 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:

Interested candidates please apply using the prescribed KHPT Application Format and email it to 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 **5th September, 2019**.

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