KHPT is a not for profit entity that spearheads focused initiatives to improve the health and wellbeing of communities in India. In 2003, KHPT was founded with a single mission to reduce the prevalence of HIV in Karnataka’s high priority pockets. The initiative’s success made it a scalable model at national and global levels and KHPT became a learning site for innovative approaches. The unique DNA of our programs is a combination of evidence generation, grassroots community connect and government relationship. With these strengths, we learned and reflected on our decade long experience leading us to look beyond HIV to four other thematic areas. KHPT currently works on TB, HIV-AIDS, MNCH, Adolescent Health and Comprehensive Primary Health Care.

KHPT has been awarded, USAID funded project, titled as” Breaking the Barriers - Community engagement to accelerate TB elimination efforts in India through sustained behaviour change” (March 2020 to March 2024). This project aims to develop and scale, effective behaviour change operational models that improve coverage of vulnerable populations, such as urban poor, tribal communities, migrants, mining/industrial workers, for increased case detection, notification, improved successful treatment outcomes in DS TB, TB HIV, DR TB. The project will implement patient-centric approaches, and propose to engage with community structures for sustainable behaviour change towards the prevention of TB, case detection and successful treatment outcomes. The project will embed digital technology within the intervention framework for effective and scalable behaviour change interventions among patients and families and will also evaluate social network, positive deviance, design thinking and nudge approaches in bringing about improved successful treatment outcomes.

We invite applications from committed professionals for the following position;

1. **Deputy Project Director:** Position: 1, Bangalore, Karnataka

**Qualification, Skills and experience**

- Degree in medicine and a master's degree in public health/program management or any equivalent discipline with more than 15 years of experience in project management and specialized in HIV and TB.
- ability to take initiative, manage complex workloads and deliver outputs to agreed deadlines
- ability to translate vision to results by developing and providing clear strategic and operational guidance to teams and reporters
• strong interpersonal and collaborative skills for networking to establish effective working relationships and partnerships with diverse stakeholders
• ability to communicate complex information verbally and in writing to diverse audiences
• external representation, relationship building and persuasion among diverse partners
• excellent presentation skills and capability to represent project learning both internally and in external professional and administrative forums.
• fluency in oral and written English. Additional ability to speak, read/write local language/s preferred

Roles and Responsibilities:

The Deputy Project Director provides leadership support to project technical team, strategic guidance and technical oversight to project activities and reporting and is responsible for achieving cost-effective, timely, and contractually compliant project results.

Support project management
• Assist to conduct monthly core team meeting and monthly/quarterly review meetings
• Document the management decisions, disseminate to all staff
• Follow-up of monthly action points with state program leads, including partners
• Align the monthly plan of units with the activity plan and Annual Work Plan

Support and manage donor reporting, compliance as per cooperative agreement
• Prepare Quarterly Progress Report by collating information from Program M&E, Communication and Technical Unit
• Ensure compliance of USAID policies on procurement, Branding & Marking, Human Resource and Financial Management
• Support dissemination of reports with Donors/Other Stakeholders

Support partner organizations on project operations and grant management
• Ensure renewal of partnership agreement as per cooperative agreement
• Review the activity plan and budget of the partner organizations, extend support to carry on with the planned activities and utilization of budgets
• Statement of Expenditure submitted by the partner organizations need to be reviewed against the planned activities for approval of expenditure

Coordinate with program and finance unit for optimal utilization of fund
• Map the activities and budget for month-wise execution
• Monthly estimation of the fund against planned activities, share with finance
• Analyze monthly utilization of funds against the activities

Support project implementation
• Supervise, coordinate, guide and review project implementation
• Support the government engagement in coordination with city/state team, as and when needed
• Support to strengthen outreach activities and show-case successful model/approach
Miscellaneous:

- Represent the project at a gathering of internal and/or external stakeholders or persons, in the absence of the Project Director, or as needed
- Support in identifying and engaging collaborators and investors
- Extend necessary assistance in all aspects of project management
- Assist in carrying out any other responsibilities from time to time, depending on the requirement

**Reporting:** Deputy Project Director will report to Project Director (PD) – BAA, Bangalore or person designated PD

KHPT provides a safe working environment for all its employees; follows the principle of equal opportunity and encourages women applicants to apply. Also, 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 this position based on experience, competency, suitability, aptitude to work with our health programmes and in-depth knowledge of thematic areas we work. Only shortlisted candidates will be invited for an interview.

Above position demand excellent communication interpersonal/computer skills and involves travel. Preferences will be given to candidates who have work experience in the relevant field and local candidates with required experience and skillsets.

**How to apply:**

Interested candidates please apply using the prescribed KHPT Application Format with a covering letter 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 5th April, 2020

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