

17<sup>th</sup> March 2020



**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. M &E Officer: Position:2, Bangalore and Dharwad**

**Qualification and experience**

- Master's degree with experience in working as M&E officer/Program management, with minimum 3-4 years' experience working HIV Care and Support Program. Knowledge on M&E systems.
- Ability to coordinate with partners and consolidate the M&E reports.
- Must have excellent negotiation, communication, facilitation and interpersonal skills to be able to manage relationships with diverse SSR partners.
- Broad and comprehensive understanding of monitoring and evaluation of health-related projects.

**Roles and Responsibilities:**

- Oversee and management of the M&E needs of the project closely working with KHPT Research and M &E Unit of KHPT.
- Liaising with Alliance and SACS and working closely with Project Manager in addressing the M&E reporting needs of the project.
- Responsible for reporting to and coordination with Alliance M&E Unit.
- Responsible for coordinating with partners to get reports on time from them and working closely with the Vihaan team in ensuring the reports are submitted to PR in due time.
- Responsible for ensuring the Vihaan project team and SSRs are trained on the M&E tools and guidelines and reporting structures are adhered to.
- Assist SR Team, by strengthening the M&E systems of the project partners to ensure 100% compliance and reporting to Alliance and SACS
- Ensure the quality and consistency of CMIS data are examined and feedback sent to CSCs, M&E officers and program officers for rectification and corrections.

- Analyse the CMIS data on a monthly/ quarterly basis and share the feedback with the project team, SACS and Alliance.
- Strengthen the quality of data through supportive supervision and monitoring visit to the CSCs and ensure OSDV is being done by Vihaan team and critical actions are listed down and followed up.
- Strengthen the Vihaan team and CSCs in using the data for program planning and service delivery.
- Follow up and review of M&E reports of Program Officers and M&E officers and handholding the staff in ensuring project guidelines are adhered to.
- Monitoring eMpower portal and weekly basis Tab synchronization.

**Salary:** The salary for the M&E Officer position is in the range of CTC of Rs. 20,000/- to 27,000/- per month which will be fixed based on qualification, relevant experience, and interview performance.

**KHPT provides a 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 and in-depth project knowledge. Only shortlisted candidates will be invited for an 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 skillsets.**

## **How to apply:**

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 clicking on '[Application Format](#)' or visit [our website](#) to download the format..

The application should reach on or before **31<sup>st</sup> March 2020**.

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