

05th June, 2021



KHPT is a not-for-profit charitable entity that spearheads focused initiatives to improve the health and wellbeing of communities in India. In 2003, KHPT was founded with a mission to enhance the health and wellbeing of vulnerable communities and our journey started with the focus on reducing the prevalence of HIV in Karnataka, specifically among most at-risk populations. These interventions were evidence-driven, systematically planned, rigorously implemented, and monitored. We succeeded in scaling impact well beyond Karnataka and KHPT became a learning site for innovative approaches. We work primarily in the fields of Maternal, Neonatal & Child health (MNCH), Tuberculosis (TB), Adolescent Health (AH), and Comprehensive Primary Health Care (CPHC).

KHPT invites applications from committed, compassionate and competent candidates for the following position as mentioned below;

M & E Specialist: Position: 1, Bangalore

Qualification, Skills & Competencies:

- Ph.D./ Post graduate in Statistics /Population Studies/ Economics/Sociology/ Social Work or other equivalent degree.
- At least 5 years of experience in M&E of large scale public health/development interventions.
- An experienced person in designing, implementation and management of monitoring and evaluation of large scale Public Health interventions with exceptional skills in data analysis and presentation.
- Broad and comprehensive understanding of the health and development sector and issues that beset marginalized communities.
- Comprehensive understanding of the multiple functions required to successfully plan, implement and resource a project.
- A conceptual thinker, who can integrate complex and varied systems, methodologies, theories and practice of problem-solving.
- Good interpersonal skills, tact, maturity, flexibility and an empathic approach.
- Must be able to plan and strategize using an evidence-based approach that includes analysis of quantitative and qualitative data.

- Position involves travel. Knowledge of local language will be an asset.

Roles and Responsibilities:

- The M&E Specialist will supervise and manage the thematic M&E team to design and implement project M&E activities, ensuring that lessons learnt are integrated into project implementation to continuously improve the quality of interventions and outcomes.
- Develop frameworks and tools for data capturing, reporting and analysis
- Provide direction on project M&E to ensure the project/s achieves its goals and meet the corresponding targets
- Develop and ensure implementation of the Performance Monitoring Plan (PMP) to capture project performance and results, through routine service delivery data reporting, assessments for process and outcome evaluations
- Develop and oversee data flow pattern for the project/s, to ensure timely data collection and reporting
- Use data to contribute towards strategic decision-making and project planning with thematic and strategic leads
- Ensure quality of data through data verification procedures including routine data quality audits and adherence to process throughout the project lifecycle
- Supervise a team of M&E professionals
- Coordinate all M&E capacity-building activities with project staff, implementing partners and facility staff
- Support research studies
- Provide inputs on project reviews and prepare the dashboard to highlight and assess thematic progress and achievements.
- Engage with Donors in presenting updates on M&E

Note Any additional responsibilities assigned by the Thematic Lead as per the thematic /organization's requirement.

Reporting: The M &E Specialist will report to Thematic Lead

Salary: The salary for the above position is as per market standards and negotiable 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 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 are requested to 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 [our website](#) to download the format.

The application should reach on or before 20th June, 2021

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