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## Introduction

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 as a sub-recipient of Foundation for Innovative New Diagnostics (FIND) is implementing “Joint Effort for Eliminating TB (JEET)” Project in Karnataka State and invites applications for the following position from committed professionals the project JEET.**

**KHPT is seeking application for the following position.**

### **MIS Assistants**

**Positions: 3**

**Location: Belgaum, Bagalkot, Bijapur**

#### **Qualification, Skills & Competencies**

- Any graduate with at least 1 year of experience in data management, MIS and documentation in health program
- Computer skills
- English writing skills
- Data Entry and project management skills
- Computer skills – MS Excel, SPSS or Epi Info
- Strong communication (local Knowledge and English)
- Data Collection Methodology
- Convincing and mobilizing skills
- Ability to work in a diverse culture
- Training skills
- Basic Monitoring skills
- Must have a mobile phone with following specifications due to reporting requirements:
- Device Details:
- Android version 4.1 or greater
- Support for mobile data and Wi-Fi

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- At least 1 GHz processor (higher is better)
- At least 1 GB of RAM
  - (Recommended) Large screen size to use mobile application
  - (Recommended) Long lasting battery, at least 2500 mAh

### **Roles and Responsibilities**

- Timely completion of required MIS reporting as per Global Fund & PR requirements.
- Collect, compile and manage data related to LTBI contacts demographic details, diagnostic tests and treatment details using program's MIS
- Conduct data quality checks, data audits
- Submit reports and participate in district/state level reviews periodically as per project requirement
- Undertake periodic training of project staff on the MIS system and M&E processes
- Support Supervisor and District Lead in conducting project reviews
- Undertake field visits to ensure compliance to data reporting processes and ensure quality
- Maintain patient and project data confidentiality
- Collect and maintain the documentation of drugs disbursed in program MIS

### **Reporting**

The MIS Assistants will be reporting to the District Lead of respective district/s

### **Remuneration**

The remuneration for the above positions will be fixed in line with internal policies and market standards which will be fixed based on qualification, relevant experience, budget availability 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, individuals who are physically challenged with the required skills /knowledge and who are 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.**

**The above position demands excellent communication, interpersonal and computer skills and also involves travel. Preference 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](mailto:jobs@khpt.org). Candidates can

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

**The application should reach on or before 29 June 2021**

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