**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 is implementing a Nutrition Programme with an aim of reducing malnutrition amongst Adolescent Girls, Children, Pregnant and Lactating mothers in Yelburga and Gangavathi block of Koppal District. This project focus on providing community centric intervention which is sustainable and has long-term improvement in nutritional outcomes in the vulnerable population.**

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

**M&E Associates**

## Positions: 1

## Location: Koppal, Karnataka

**Qualification, Skills & Competencies**

* Graduate in Social Science, Demography, Statistics or any other equivalent degree.
* At least 4 to 5 years of experience in MIS
* Knowledge and understanding of project monitoring and data analysis
* Data collection and management skills
* Excellent computer knowledge with command on MS Excel
* Experience in developing the database will be an added advantage.
* Communication skills for presenting the data, even to the grass-root level staff
* Candidate having knowledge of local language (Kannada) is preferred

**Roles and Responsibilities**

* Close coordination and support to the Senior M&E Officer is required to carry out detailed monitoring and evaluation of the project indicators
* Support in creating and implementing an effective project M&E plan and metrics
* Continuously monitor, supervise, handhold and manage project data, oversee technical planning, execution, and progress assessment using outputs and impacts based on both quantitative and qualitative data.
* Liaise with program team to provide insights based on the data
* Provide capacity building support and technical supervision to project staff for the data entry and its quality
* Maintain effective communication channels that are timely, open, transparent, and encouraging with the assigned project team
* Any other task as assigned by management or line manager.

**Reporting**

The M &E Associate will be reporting to the Senior M&E Officer of the project.

**Remuneration**

The remuneration for the above positions will be fixed in line with internal policies and market standards which will be set 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

download the format by clicking on ‘[**Application Format**](https://www.khpt.org/wp-content/uploads/2021/03/KHPT-Application-Form-final.docx)**’** or visit [**our website**](http://www.khpt.org) to download the format.

**The application should reach on or before 26th May 2023.**

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