

9<sup>th</sup> May 2024



## 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 seeking an application for the following positions.**

## M & E Officer

**Positions: 1**

**Location: Haveri, Karnataka**

## Qualification, Skills & Competencies

- Master's /Bachelor's degree in public health, epidemiology, statistics or a related field. Master's degree preferred.
- At least 3-5 years of relevant experience in monitoring and evaluation, preferably in MNCH programs.
- Strong understanding of M&E methodologies, data management systems, and statistical analysis software.
- Excellent analytical skills with the ability to interpret complex data sets and generate actionable insights.
- Proven experience in designing and implementing M&E frameworks, tools, and systems.
- Good communication and interpersonal skills, with the ability to work effectively with diverse stakeholders.
- Ability to travel frequently to project sites within the assigned district.
- Familiarity with the local health system and context is an advantage.
- Fluency in Kannada and proficiency in English is required.

## Roles and Responsibilities

- Develop and implement Monitoring & Evaluation (M&E) plans, including data collection, analysis, and reporting mechanisms.
- Coordinate M&E activities within the assigned district for NMR project.
- Training the field staff on various formats used in the project and facilitate capacity-building sessions on M&E for project staff and partners at the district level.

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- Ensure the timely collection, collation, and validation of M&E data from various sources including health facilities, data investigators, nurse mentors and other relevant stakeholders.
- Planning and monitoring of primary data collection for the research studies.
- Conduct regular visits to project sites to monitor data quality and provide technical support to field staff in data collection and reporting.
- Analyzing the data and providing continuous feedback on a monthly basis and discuss program gaps with the field team.
- Reviewing the reports/data using data trend techniques and sharing analysis with district and central team.
- Coordinating with district team and the field staff for timely submission of monthly and quarterly reports.
- Prepare and submit timely M&E reports to project lead and relevant stakeholders.
- Liaise with government health authorities, implementing partners, and other stakeholders to harmonize M&E efforts and align with national health priorities.
- Participate in project review meetings, workshops, and other relevant events to share M&E findings and contribute to project planning and decision-making processes.
- Ensuring the quality of routine program monitoring data through periodic data quality audits.
- Undertaking joint visits in assessing barriers in outreach and other field level activities to provide feedback to district and central team.
- Support the Central M&E team in conducting research and evaluation studies including the development of tools and translation; contribute to the training of field investigators and other project staff.

### **Reporting**

M & E Officer will be reporting to the District Lead- or person designated by him.

### **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.**

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## How to apply

Prospective candidates should submit their applications by clicking the "Apply Online" button next to the relevant vacancy on our current openings page at <https://www.khpt.org/work-with-us/>.

**The deadline for submissions is 16<sup>th</sup> May, 2024.**