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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 has partnered with the Women and Child Department, Government of Karnataka to scale up the Sphoorthi program in eleven talukas of the five most vulnerable districts of Karnataka namely Vijayapura, Bagalkote, Raichur, Belagavi and Kalaburgi to reduce child marriage, improve school completion rates and reduce malnutrition among adolescent girls aged 12 to 16. The project will reach 50,000 girls every year for a period of three years.

KHPT is seeking applications for the following position.

M & E Officer

Positions: 3

Location: Belgaum-1, Kalaburgi-1, Koppal-1, 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-

- Responsible person for monitoring and evaluating the Sphoorthi project implementation in the district(s).

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- Support the development of M&E tools and systems and operationalize it in coordination with M&E Specialist at the central office and District Program Coordinator at the District level.
- Take the lead in rolling out the Computerized Management Information System (CMIS) and managing other IT components like tablet-based data collection systems.
- Ensure robust implementation of electronic data collection system, data quality of data collected, data storage and security.
- Support field team with capacity building (trainings as per requirement), field visits (minimum one day in a week) for data auditing by verifying base documents, and provide handholding support to the field team for data entries and understanding data gaps.
- Prepare visit reports for all the field visits and share the same with the District Lead and other officers/frontline staff concerned with follow-up points for improvement.
- Monitor CMIS updates by the field staff, monitor real-time data entries and provide them feedback as and when required.
- Support the central M&E team in ensuring the timely collection and compilation of routine program monitoring data of selected districts within a specific zone
- Coordinating with the district team and the field staff for timely submission of monthly and quarterly reports.
- Reviewing the reports/data using data trend techniques and sharing analysis with the district and central team. Provide written feedback to the district lead on monthly basis and present the same in the Monthly Review meeting and make the field team understand the analysis and data including how to read the data, what are the gaps and provide them strategic directions to improve the program.
- Prepare the PowerPoint presentations with data, diagrams and trends for review meetings.
- Provide need-based support to other Adolescent Health programmes of KHPT as and when required as assigned by the line manager.
- Coordinate at the district level for conducting and completing the baseline and endline surveys and any other such surveys.
- Take up any other tasks assigned by the supervisors

Reporting

The M & E Officer will be reporting to the Project Lead – or the person designated by him / her.

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.

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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

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 26th Apr 2023

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