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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).

Project Officer (Non-Medical) District Level

Positions: 1

Location: Chitradurga, Karnataka

Qualification, Skills & Competencies

- Master's degree in Public Health/ Social Work /Social Sciences/Statistics/Sociology or a related field with at least 1-2 years of relevant experience.
- Previous experience in qualitative data collection, conducting interviews, and/or facilitating focus group discussions is preferred but not mandatory along with translation skill.
- Be adaptable to changing research needs and respond to unforeseen circumstances during data collection.
- Excellent verbal and written communication skills to effectively interact with study participants and accurately record information.
- Willing to travel extensively to all the villages, and spend quality time with the field investigators, beneficiaries and communities.
- Familiarity with research ethics and guidelines for human subject's research.
- Fluency in written and spoken Kannada & English language.
- Good facilitation skills and abilities to work with multi-disciplinary stake-holders at the grass root level.
- Should be a good team person with ability to work collaboratively with other team members and researchers.
- Desirable: Minimum 3 years' experience in research (or) programmatic experience with research orientation. Work in Maternal/Child Health projects desirable, surveillance activity research, including monitoring and supervision. Knowledge of computer applications and statistical packages.
- Language: Essential: English, Kannada

Roles and Responsibilities

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- Oversee the research study and handle communication with State & District Health Dept. officials on regular basis
- Coordinate the baseline situational assessment of the health facilities and help in implementation of district-wide intervention package
- Provide training, mentorship, and capacity-building to project staff, including nurses and community health workers.
- Support MNCH activities in the hospital and in the district.
- Supervise and conduct surveillance activities, including monitoring and evaluation of project interventions.
- Frequent travel to Karnataka districts for on-site training and supportive supervision
- Analyze and interpret data related to maternal and child health outcomes, ensuring accurate reporting.
- Help in developing training material, conducting literature search, data management, report writing and contribute to publications
- Manage project resources, budget, and overall administration, ensuring efficient project execution and compliance.
- Supporting advocacy work of the project at all levels.
- Communication: Maintain regular communication with the research team, providing updates on progress, challenges and any emerging findings.
- Training: Participate in training sessions and capacity-building workshops to enhance qualitative data collection skills and knowledge.
- Maintaining records of work progress and report monthly activities
- Ensuring ethical principles in terms of confidentiality/coding and sharing of data and MIS operations; generating statistical reports at district level.
- Execute any other necessary activities as required by the project.

Reporting

The Project Officer (Non-Medical) will be reporting to Project Officer (Medical)– KHPT.

Remuneration

The compensation for the above-mentioned position/s will adhere to internal policies and market standards, determined by qualifications, relevant experience, budget availability, internal parity, and interview performance

KHPT is committed to providing a safe and supportive work environment for all employees. We uphold the principle of equal opportunity and actively welcome female applicants. In addition, we encourage individuals with physical challenges, provided they possess the necessary skills and knowledge, and are willing to travel to apply. We seek candidates who can seamlessly integrate into our non-discriminatory, inclusive, and equitable organizational culture.

We will follow a systematic selection process to fill this position, taking into account experience, competency, suitability, aptitude to work with our health programs, and extensive knowledge of the areas we work in. Only candidates who meet our shortlisting criteria will be invited for an interview.

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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.

The above-mentioned position requires outstanding communication, interpersonal, and computer skills, as well as the willingness to travel. Preference will be given to candidates with work experience in the relevant field and local candidates who possess the necessary experience and skill sets.

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 28th Oct 2024.