



## TATA INSTITUTE OF SOCIAL SCIENCES SAKSHAM JANURJA

**Name of the Post: Monitoring & Evaluation Officer, Saksham-Jan Urja**

No. of Positions      **01**

Location                : Mumbai

Duration                : **June 30, 2018**

Email                    : [fo.sakshamju@gmail.com](mailto:fo.sakshamju@gmail.com)

Remuneration CTC: Rs. **Upto 45,000/- per**

**month Last Date for application: Nov 19, 2017**

**Saksham** which means "Capable" or "Self- reliant" in Sanskrit is a TISS project that implements counselling services for Drug Resistant (DR) TB patients in collaboration with the Mumbai District Tuberculosis (TB) Control Society (MDTCS). The programme supported by the Global Fund for AIDS, TB and Malaria was initiated in August 2014.

Saksham and Tata Power Community Development Trust have come together to implement Project 'Saksham Jan Urja' - a project for TB prevention and TB treatment adherence through community engagement in M Ward. The 2-year project aims to enhance TB literacy, awareness and create an enabling environment leading to early TB diagnosis and higher TB treatment adherence in M Ward.

### **Job description for the position of Monitoring & Evaluation Officer, Saksham- Jan Urja.**

- Designing framework of programme Monitoring Information System (MIS) including Monitoring and Evaluation (M&E) system in consultation with the Programme Manager.

- Ensure MIS system meets data requirements of the programme.
- Assess need for capacity building activities for programme staff including CSW pertaining to M&E and plan capacity building activities.
- Coordinate and work together with Programme Manager for data collation, periodic assessments and data analysis and reporting.
- Assist Sr. Programme Manager, Saksham and Programme Manager for submitting periodic reports to Tata Power.
- Data analysis and reporting for strategy development.
- Take-up visits at health posts in M Ward for periodic onsite data verification.
- Any other tasks assigned by Programme Manager

**Qualifications:**

- M.Sc. (Statistics/Mathematics)/ MPH/ MPS with strong analytical and report writing skills

**Experience : Essential Skills:**

- 2-4 years of working experience in field of Monitoring & Evaluation/ or TB Counselling services/ or HIV/AIDS and/or HIV/AIDS Counselling.
- High proficiency in MS Excel
- Knowledge and experience of using of SPSS or Stata
- Very good knowledge of other Microsoft Office application (MS Word & MS PowerPoint)
- Experience in data analysis and report writing
- Experience in monitoring and evaluation of programme implementation

**Desirable Skills:**

- Knowledge of MS Access or other similar programmes will be an advantage.

**Application Procedure**

Please send the following documents by e-mail to [fo.sakshamju@gmail.com](mailto:fo.sakshamju@gmail.com) along with the following subject line as '**Monitoring & Evaluation Officer**' for **Saksham Jan Urja**.

1. A Cover Letter
2. Your updated curriculum vitae with your academic record and experience.

\*\*\*\*\* **Candidates short-listed will be contacted for interview only.** \*\*\*\*\*