



Name of the Post: Monitoring & Evaluation Officer, Saksham-Plus.

No. of Positions : **01 position.**

Location : Mumbai.

Duration : **March 2018.**

Email : hr.sakshamplus@gmail.com

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

Last Date for application: May 21, 2017.

Saksham in collaboration with SHARE (Society for Health Research and Education) INDIA, Hyderabad and Centre for Disease Control, Atlanta, USA will provide additional counsellors to the Mumbai District TB Control Society. The project will be called “Saksham Plus” and the additional counsellors will augment the work undertaken by the Saksham Counsellors in Mumbai and will make it possible to saturate coverage and enhance psycho social support for TB patients.

Job description for the position of Monitoring & Evaluation Officer, Saksham Plus.

- 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-merging, periodic assessments and data analysis, verification and reporting.
- Assist Sr. Programme Manager, Saksham and Programme Manager for submitting periodic reports.

- Data analysis and reporting for strategy development.
- Take-up visits at health posts in assigned wards for periodic onsite data verification.
- Any other tasks assigned by Programme Manager, Saksham Plus.

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 and android based MIS.

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 hr.sakshamplus@gmail.com along with the following subject line as '**Monitoring & Evaluation Officer, Saksham Plus**'.

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

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