

22nd November, 2019



KHPT invites applications from committed, compassionate and competent candidates for the following positions for its Medtronic Foundation funded Non communicable Disease (NCD) project which is implemented in Mysore district of Karnataka.

1. M&E Assistant: Position: 1, Mysore

Qualification, experience & Competencies:

- Degree or Post graduate degree in social sciences
- Knowledge of computer applications, like MS Excel, MS Word and MS PowerPoint are required.
- Experience/Knowledge of data management with experiencing of handling programme monitoring data; work experience in use of data for programme monitoring is desirable; experience in NCD programme would be added advantage.
- Can write and speak in Kannada and English
- Good leadership skills with abilities to work with multi-disciplinary teams

Roles and Responsibilities:

- Ensuring the quality of routine programme monitoring data through periodic data quality audits.
- Training the field staff on various formats used in the project
- Facilitating timely data collection at field level
- Undertaking field visits with field investigators in assessing barriers while documenting the various outreach tools and formats
- Generating weekly reports and providing feedback to the field team.
- Generating reports and providing continuous feedback on monthly basis and discuss program gap with field and district team
- Support the Central M&E team in conducting research and evaluation studies.
- Any other work assigned by M&E Manager, NCD project

Reporting: The M&E Assistant will be reporting to the M &E Manager, – NCD project, Mysore or person designated by him.

Salary: Salary will be fixed based on qualification, overall experience, relevant experience and interview performance.

KHPT provides safe working environment for all its employees; follows the principle of equal opportunity and encourages women applicants. Physically challenged with required skills /knowledge and 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 in public health sector and in-depth project knowledge.

Preferences will be given to candidates who have work experience with Government / Development sectors.

How to apply:

Interested candidates please apply using the prescribed **KHPT Application Format** and email it to jobs@khpt.org. Candidates can download the format by clicking on '[Application Format](#)' or visit www.khpt.org to download the format.

The application should reach on or before **03rd December, 2019**.

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