

No of Positions: 01  
Job Title: Consultant – MIS Assistant  
Location: Kolkata – West Bengal  
Program: JEET-FIND  
Salary: INR 18,500/- (per month)  
Duration of Contract: 31March, 2022  
Reporting to: Project Director  
(Local Travel and Mobile Expense as per organization policy)

**Organization:** TB Alert India

Background: TB Alert India (TBAI) is a not for profit organization working with a vision to make India free from TB. It has a strong presence in Telangana, Andhra Pradesh, West Bengal, Punjab, Haryana and Delhi. All projects of TBAI aim at supplementing the National Tuberculosis Elimination Program (NTEP), mobilizing, and linking local communities in fighting against TB.

TBAI is implementing The Joint Effort for Elimination of TB (JEET) 2.0 with support from The Global Fund aims to accelerate progress of National Tuberculosis Elimination Program (NTEP) towards TB elimination by improving quality of care and increasing patients' access to drugs and diagnostics through technology driven interventions and partnerships with the private sector. Specifically, the project will address gaps in Patient Provider Support Agency (PPSA) care cascade, measure and improve quality of care across the cascade and build NTEP capacity with the objective to address the PPSA burden by establishing mechanisms for household contact tracing of adults and children in contact with Pulmonary TB patients and ensuring access to comprehensive TB prevention, care and support services.

**Responsibilities and Duties:**

- Handle data management of dynamic data sets- ensuring correctness, validation, completeness and timelines of Data shared by the field team
- Data collation and cleaning followed by generating daily, weekly, monthly reports and updates for the project.
- Support and Coordinate with field staff of the project for smooth data flow
- Data entry of surveys, research studies or any other type of information collected and conducted by the field staff/ any other outsourced organization
- Ensure completeness, correctness of base records and supporting documents and their proper maintenance.
- Support data verification, validation through field visits and ensure updated project data information.
- Assist Operations Lead in carrying out timely corrective measures based on the MIS reports and in sharing the project data with the RNTCP.
- Responsible for maintenance of MIS and compliance of all reports as per donor & organization requirements
- Undertake periodic data analysis of target vs achievement and to facilitate the programmer planning to bridge the gaps
- Provide feedback to the field staff on submitted reports and MIS issues.
- Support the Operations Lead especially recording and documentation
- Capacity building of field staff on data collection tools through methodologies best suited to them.
- Participate and contribute in the monthly meetings and coordination meetings with the project staff and other stakeholders.
- Ensure the confidentiality and security of all information.

**Qualifications and Experience:**

- Bachelor's degree in Statistics/ Computer Applications / Math's from a recognized institution.
- Minimum of 2 years' experience in handling data management, MIS and documentation in health program
- Working experience in TB program, GFTAM projects or Public and Private Partnerships / Health projects / program.

**Desirable Skills:**

- Knowledge of monitoring and evaluation and excellent data management skills
- Excellent problem-solving, analytical, interpersonal and coordination skills
- Knowledge of Mobile oriented technology-based data management applications
- Excellent verbal and written communication skills in English & Local language.
- Report writing skills
- Excellent knowledge in computer applications with knowledge of the MS office suite or OSS.
- Ability to travel extensively within the project area.

**TO APPLY**

Interested candidates are requested to send updated resume along with the current salary, expected salary & Notice period required to join to [jobs@tbalertindia.org.in](mailto:jobs@tbalertindia.org.in) by 31<sup>st</sup> Aug 2021. Please mention "Application for MIS Assistant – Kolkata" in the subject line.

TBAI is an equal opportunity employer, encourage women candidates meeting the above criteria to apply.

Please note that only shortlisted will be contacted.

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