

Job Title: M&E Officer

Organization: TB Alert India

Position Locations: 2 positions (1 Ludiyana -Panjab and 1 Vizag/Vijayawada – Andhra Pradesh) and Haryana (location to be decided) and Delhi.

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, Panjab, 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 looking for a highly motivated individual with outstanding credentials and with experience of working in TB control.

About the program: 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 Latent TB Infection (LTBI) care cascade, measure and improve quality of care across the cascade and build NTEP capacity with the objective to address the LTBI 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.

Position Responsibilities: To this effect, the M&E Officer will be responsible over all M&E component of the project to provide continuous, end-to-end engagement of the public and private sector to provide quality TB services to patients seeking care. The following are the major responsibilities included but not limited to;

- Develop and implement comprehensive, feasible M&E frameworks that will generate credible, actionable and timely information
- Prepare and manage detailed work-plan for M&E and surveillance activities and develop databases and dashboards
- Support the program manager in ensuring that the M&E and surveillance activities are aligned with programmatic work plans and inform policy processes
- Synthesize results and disseminate them internally and externally through presentations, reports, briefs and publications and for donor reporting
- Support program manager in donor reporting activities including consolidation of relevant data and evidence of impact
- Coordinate with M&E Team at National level to translate M&E guidelines effectively at the district level
- Undertake regular and ad hoc data analysis to understand effectiveness of program implementation strategies
- Support State Lead (SPMU and SR) in preparing regular reports for STO and other key stakeholders

- Undertake regular training and capacity building of MIS Assistant's and field teams on data systems, reporting and analysis
- Manage team of MIS Assistants and undertake data validation checks on a sample basis
- Provide inputs to M&E team on development of MIS and streamlining data processes and reporting
- Undertake quantification of demand of drugs and diagnostics to aid timely procurement and ensure supply security

Desired Skills and Experience:

- Masters' degree in Economics, Statistics, Social Sciences, Business or a related discipline
- At least four years of work experience working on quantitative and qualitative research, data management and monitoring
- High level of proficiency in MS Word, Excel and PowerPoint
- Experience working on statistical software such as STATA, R, SPSS or SAS
- Excellent written and oral communications skills

Interested candidates are encouraged to apply with their latest CV while mentioning your current CTC, expected salary and notice period required to join to jobs@tbalertindia.org.in on or before 22nd Sep 2021. Please mention "Application for the post of "M&E Officer" in the subject line along with the **location** you are applying for;

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