

Job Title: M&E Analyst/Officer

Project: C-19 program

No. Of Positions : 01

Position Location: Haryana (Faridabad).

Organization: TB Alert India

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: C-19 program 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. Specifically, the project will address Active case finding, care cascade, measure and improve quality of care across the cascade and build NTEP capacity with the objective to address the TB burden by establishing mechanisms for active case screening of adults and children in contact with Pulmonary TB patients and vulnerable population and ensuring access to comprehensive TB prevention, care and support services.

Position Responsibilities: Monitoring and Evaluation Analyst/officer will play an important role in designing and implementing a Results Measurement framework to be able to track progress and results of the programme against defined targets. The M&E Analyst/officer will be also the person on the ground that will undertake the day-to-day M&E tasks with the overall guidance from the Project lead/director. The following are the major responsibilities included but not limited to;

Role:

- Undertake regular and ad hoc data analysis to inform programmatic decision making
- Manage the project data operations, ensure timely reporting and data quality
- Coordinate closely with state teams/district leads/supervisors and partner organizations to streamline data reporting and ensure adherence to QC processes
- Identify and implement solutions to streamline data systems and processes
- Design and develop and standardized reports on Excel and BI tools such as Tableau
- Undertake regular monitoring through site visits
- Lead training of project team on data systems and quality processes
- Support project management in donor reporting and reports for others stakeholders
- Design and maintain an excel based database system that improves operations and ability to analyze data, identify trends and present impact to management and key stakeholders
- Ensure all relevant programme staff are able to utilise the database to analyze program information and results.
- Develop the necessary tool for the field team to feed in data in the data base in a way that minimize entry errors
- Prepare data reports (tables, charts, narratives, visuals) at regular intervals and ad hoc as needed to respond to requests for information, inputs to project work plans and semi-annual reports, and other internal and external data analysis and reporting requirements.

- Provide analytical expertise with regards to identifying and confirming patterns and trends in data
- Provide technical assistance to program team, including data collection, analysis, and use of excel based M&E system to ensure data collected are sufficient to produce in-depth data analysis and identify trends. Ensure data are used by program team to strengthen programs as needed

Desired skills and experience

- Master degree in Statistic and/or Bachelor's degree with university diploma in data analytic
- Minimum Five (5) years of relevant professional experience doing complex data analysis within programmes M&E context.
- Proven experience in leading, coordinating and managing M&E system of health related projects. or TB projects experience highly preferred.
- Strong knowledge of data quality assurance, analysis and reporting.
- Experience with monitoring and evaluation systems and frameworks for health related programs, including developing performance indicators, data collection and analysis systems and tools.
- High level of competency in managing data information
- Exceptional analytical (qualitative and quantitative) and communication (written and verbal) skills
- Strong problem-solving skills and a positive, solution-oriented approach to challenges
- High level of proficiency in Microsoft Excel, Power point and Word
- Working level of proficiency in data analytical tools such as Tableau. Experience with handling big and unstructured datasets using Structured Query Language (SQL) and R is a bonus.
- Entrepreneurial mindset, including ability to work independently, self-motivate, and propose and implement new initiatives
- Strong interpersonal skills and ability to build and nurture relationships in a challenging multicultural environment
- Ability to think strategically, handle ambiguity, and problem solve in a fast-paced, limited-structure, multicultural environment
- Ability to handle multiple tasks simultaneously, set priorities and work independently
- Willingness to travel as and when required

Salary: Monthly CTC (Cost to Company) for this position is up to a maximum of INR 81844/- only per month and it would be decided and agreed up on based on the last drawn/current salary, experience in the relevant sector, credentials and performance in the interview.

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

TBAI has a zero-tolerance policy towards individuals who engage in sexual harassment, abuse, or exploitation. We strongly discourage anyone with such intentions from applying for this position. Our commitment is to maintain a safe and respectful environment for all.

TO APPLY : Please submit a comprehensive CV in the following link by 22nd-Septemeber-2024
Link: <https://forms.gle/UX2H95zBizeisfyD6>

Please note that only shortlisted will be contacted.