Job Profile & Description – Global Fund - TB Project

Job Title	:	State M&E Officer
Location	:	Hyderabad, Telangana
Name of the organization	:	TB Alert India

About the Project: With the support of The Global Fund to Fight AIDS, Tuberculosis, and Malaria (GFATM) and guidance from the Central TB Division, will be implementing; (a) Integrated Pediatric TB care services in both the public and private health sectors to increase pediatric TB case detection and improve treatment outcomes, and (b) Active Case Finding (ACF) for early detection of missing TB cases among key and vulnerable populations, using innovative AI-enabled portable X-ray devices. SAATHII is the Principal Recipient of the grant and TB Alert India (TBAI) is the SR for implementation in state of Telangana.

TB Alert India seeks applications for the post of State M&E Officer to lead implementation of project "Decentralizing Pediatric TB Care Services in Public & Private Health Sector and enhance case detection through ACF with Handheld X-Ray across selected geographies" in the selected districts in the state of Telangana.

Project Duration: 3 years up to March 2027

Reporting to: State Director/ State Technical Manager

Key Responsibilities

The State M&E Officer will support the project monitoring functions and management of the MIS for both the pediatric TB and ACF components as assigned. The major responsibilities include:

- Manage and implement the project MIS based on the M&E framework, plan and conduct periodic updating based on the project requirements.
- Supporting field testing and finalization of data collection tools and formats.
- Ensure the data management of the project and data analysis activities.
- Carry out routine analysis of Nikshay & Project data and provide performance feedback to the team at State & Districts.
- Conduct MIS assessments to identify problems and to test solutions.
- Capacity building and mentorship of District teams on M&E aspects.
- Conducting data validation and data quality audits, identifying gaps, and providing critical inputs for improving M&E systems and providing feedback to the State & District team.
- Ensure strengthening of program monitoring and its alignment with state priorities.
- Coordinating with multiple agencies (Government & NGOs) to advance M&E activities at State & District level.
- Assist the State & PR Team on all M&E aspects required for the achievement of program targets and ensure all program data is available for evidence-based program management.
- Maintenance of documentation related to M&E activities for compliance including monthly and quarterly reports.
- Preparation of reports and presentations for meetings/trainings and contribution to publications and advocacy documents.
- Any additional responsibilities as per the project requirements.

Qualifications and Skills:

- Graduate in statistics, computer science, demography, Public Health, sociology or allied field with quantitative analysis training skills;

- Having a minimum of three years of relevant experience in health and development sector areas as M&E officer, preferably at the State level.
- Knowledge and experience in TB, Nikshay and child health programs will be an advantage and preferred.
- Experience in developing data collection tools, primary data collection, data entry and data management activities and having analytical skills.
- Sound computer skills, including use of Internet and MS Office™ software, basic / advance use of excel, software such as EpiInfo, Kobo tool box etc.,
- Excellent oral and written communication skills in English and working knowledge of regional language.
- Willingness to travel 10 to 12 days a month to implementation geographies.
- Ability to work independently and as a team player in a complex, multicultural environment.
- Knowledge of qualitative research and process evaluation techniques will be an added advantage.

Preferred

- Public Health Experiences: Good understanding of Public Health, TB, and Nikshay.
- Technical Skills: Proficient in Microsoft Office Suite (Excel, PowerPoint, Word) and data analytics tools (Power BI, Google Data Studio) and similar software.
- Data Collection Expertise: Hands-on experience with data collection tools (Google Forms, Google AppSheet, KoboToolbox). or similar platforms for designing and managing data collection processes.
- Data Analysis and Reporting: Excellent data analytical skills, with the ability to write reports and convert data into actionable insights.
- Language Proficiency: Fluent in English and Telugu (local language) is a must.

Remuneration

The compensation for the above-mentioned position/s will adhere to internal policies and market standards, determined by qualifications, relevant experience, and to the maximum of Rs. 55,000 (CTC) per month however this is subjected to last drawn salary and internal parity.

TBAI is an equal opportunity employer, encourage women candidates, TB Survivors and the individuals with physical challenges meeting the above criteria to apply. TBAI provides a safe, inclusive, and supportive work environment. Our selection process will consider experience, competency, suitability, and knowledge of our health programs. Only shortlisted candidates will be invited for an interview. Preference will be given to candidates with relevant experience and local candidates with the required skills.

Application Process:

TO APPLY: Interested candidates are requested to submit their detailed CV to jobs@tbalertindia.org by Saturday, 5th December 2026. Please mention the position title in the subject line of your email.

Please note that recruitment will be conducted on a rolling basis, and applications may be reviewed as they are received.

Only shortlisted candidates will be contacted for an interview, which will also be conducted on a rolling basis.