

Name of the Post: E-module Development & Program Management System

Coordinator, Saksham Prerak

Location : Mumbai
No. of Positions : 1
Duration : June 2020
Email : recruitment.sakshamprerak@gmail.com
Remuneration CTC : Rs. 30000/- per month.

Last Date for application: September 15, 2019.

Saksham Prerak, in collaboration with the National AIDS Control Programme (NACP) will build capacities of 9000 HIV counsellors+ 30000 Auxiliary Nurse & Midwife (ANM) across India. Tata Institute of Social Sciences will establish 10 Regional Training Units to conduct these training programmes. Each regional training unit shall cover 3 to 4 states. Trainings would be conducted at multiple locations.

Terms of Reference for the position of E-module Development & Program

Management System Coordinator, Saksham Prerak.

Primary Responsibilities

1. To assist the Manager-monitoring and evaluation and research, in management and technical support to the outsourced contract of web-based and android based knowledge platform for training Counsellors in HIV/AIDS in National AIDS Control Programme (NACP).
2. Assist in developing an analytical program for the pre & post training assessment of counsellor and Auxiliary Nurse Midwife (ANM).
3. Assist in Design, Development and Implementation of Web based system (PMIS) for monitoring the progress of the ten Regional Training Units (RTU) on the basis of data / information pertaining to the implementation of trainings undertaken across India.
4. Any other ICT requirements stemming from the evolving capacity building project and as directed by the National Programme Director.

Assigned Tasks

- The E-module development coordinator will coordinate with the consultant for developing content for E-module for counsellor training.
- S/he will coordinate with the IT agency which shall host the E-module on the virtual training.
- S/he will test the E-module user interface on the virtual training platform developed by the IT agency and coordinate among consultant, IT agency, TISS Saksham Prerak team to improvise the E-module user interface
- S/he will coordinate with the IT agency for developing apps for pre & post training assessment and regular monitoring of program activities and data management systems.
- S/he under the supervision of Senior Program Manager (SPM) and Monitoring and Evaluation (M&E) Manager, will work closely with the RTUs to facilitate the collection of pre and post training assessment data, periodic activity reports.
- S/he will collaborate with the finance team under the project and make available the information needed by them.
- S/he will assist the M&E Manager in developing systems to capture data required for programme indicators as well as assist in monitoring them.
- S/he will assist in designing the MIS which include deciding the data points, flow of data, method/s to collect the data, analysis plans and preparing reports.
- S/he will assist the M&E manager/ SPM in reviewing and preparing periodic programme reports.
- S/he will help to provide inputs to various project/programme publications including contents of training to IT agency, formats in Excel sheets, Handouts, Semi-annual reports, presentations, and contributes to other reports required by the Saksham Prerak team, PR, NACO, etc.

Qualifications & Experience

- Bachelor's Degree in computer science/applications, technology and Statistics or allied subjects.
- 1-3 years' experience operating project M&E systems, managing monitoring and database, developing and refining data collection tools.

Application Procedure

1. Interested candidates may apply to recruitment.sakshamprerak@gmail.com along with the following subject line as " E Module Development & Programme Management System COordinatro-Saksham Prerak"
2. A cover letter specifying "Education Qualification", "Years of relevant experience" should be in cover email, should mention Skype Id and CV as an attachment (Word or PDF).
3. Candidates applied before need not to apply again.



Finance and Admin Manager,
Saksham Prerak

