



WALK IN INTERVIEW

Name of the Post	: Programme and M&E officer, Saksham Jan Urja
Location	: Mumbai
Duration	: Till February 2021
Remuneration CTC	: Up to Rs. 40,000/- per month.
Date of Walk in Interview	: Friday, March 20, 2020
Reporting Time	: 10.00 am Sharp.

Saksham Jan Urja is a project of the Tata Institute of Social Sciences. Saksham Jan Urja in collaboration with the Mumbai District TB Control Society (MDTCS), plans to undertake TB Awareness and Case Finding at work place settings in Mumbai with financial support from Tata Power. The activities will be conducted both in the organised and unorganised sectors.

Job description for the position of Programme and Monitoring & Evaluation Officer.

Saksham Jan Urja

- Designing framework of programme Monitoring Information System (MIS) including Monitoring and Evaluation (M&E) system in consultation with the Project Coordinator.
- Ensure MIS system meets data requirements of the programme.
- Assist Project coordinator for writing and submitting narrative and periodic reports.
- Coordinate and work together with Project coordinator to implement the Saksham Jan Urja programme in Mumbai
- Regular liaison and coordinate with the District TB Programme staff for activities.
- Ensure the adherence to the monthly planned activities
- Assist in undertaking training programme of the field staff
- Conduct regular visit to field for supportive supervision and mentoring visits for the out reach workers.
- Verify the monthly attendance and scrutinize the travel vouchers of the field staff.
- Assist in developing regular programme reports and case studies.
- Any other tasks as and when assigned by Project coordinator, Saksham Jan Urja.

Qualifications:

Minimum Desired Qualification: Master in Public Health/ Master in Health Administration/ Master of Social Work (Health & Mental Health or Public Health)/ M.A. (Counselling or Clinical Psychology).

Experience :

2-4 years of working experience in field of Monitoring & Evaluation/ working experience in the related field of TB counselling services or HIV/AIDS or and Public health. Previous experience in implementing community awareness programmes in the health field will be given priority.

Essential Skills:

- Ability to strategise and implement the programme to get the expected outcome.
- Excellent organisational and administration skills.
- Strong analytical and report writing skills.
- Excellent written and spoken communication skills in English, Hindi, Marathi.
- Proficiency in using computers. Knowledge of MS Office-Word, Excel, PPT.
- Knowledge and experience of using of SPSS.
- Willingness to work in the field (this is not an office job).
- High level of commitment and integrity and ability to work independently.

Only Mumbai based candidates can appear for the Interview.

WALK IN INTERVIEW DETAILS

Venue : TATA INSTITUTE OF SOCIAL SCIENCES

Saksham Training Hall, Below Old Conference Hall,

TISS Main Campus, Opp. Deonar Bus Depot,

Sion Trombay Road, Deonar Mumbai-88

Contact No. 022-25525492

Required at the time of Interview.

1. Resume
2. Photocopy of academic record (Graduation onwards), experience certificate etc.

Kindly note that you are requested to make your travel arrangements and TISS will not provide any accommodation for this job.

Sr. Programme Manager

Saksham.

