



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

Coordinator, Saksham *Prerak*

Location of

TISS, Headquarter : Mumbai

No. of Positions : 1

Duration : 6 months (extendable)

Email : recruitment.sakshamprerak@gmail.com

Remuneration CTC : Rs. 55,000- 65,000/- per month.

Last Date for application: November 18th, 2018.

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. 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 e-learning 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 and ISS 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 R Us 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 defining 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 allied subjects, with 5 years of experience in the field of computer applications, information technology, management, monitoring and evaluation, etc.
- Experience in designing E-content and developing virtual knowledge platforms
- Proven success in designing, implementing, and operating project M&E systems from project initiation to closeout stages.
- Experience in designing and managing monitoring and database systems.
- Experience in developing and refining data collection tools.
- Experience with data quality assessments and oversight.
- Experience in managing and providing ongoing training to field staff.

Application Procedure

Interested candidates may apply to recruitment.sakshamprerak@gmail.com with CV as an attachment (Word or PDF) & cover letter in the email.

Mention position & location in the subject line of application, if not mentioned will be disqualified.

*****Only candidates short-listed will be contacted for interview.*****

Project Director,

Saksham *Prerak*