



Name of the Post: Manager- Monitoring & Evaluation & Research, Saksham *Prerak*

Location : Mumbai

Duration : March 2020

Email : recruitment.sakshamprerak@gmail.com

Remuneration CTC: Rs. 60,000- 70, 000/- per month.

Last Date for application: January 10th, 2019.

Saksham *Prerak*, in collaboration with the National AIDS Control Programme (NACP) will build capacities of 9000 HIV counselors+30000 Auxiliary Nurse & Midwife across India. Tata Institute of Social Sciences will establish 10 Regional Training Units to conduct these training programmes.

Terms of Reference for the position of Manager, Monitoring & Evaluation & Research, Saksham *Prerak*.

- Designing framework of programme Monitoring and Evaluation (M&E) system.
- Oversee development and maintenance of the Virtual Platform.
- Ensure M&E system meets data requirements of all the Regional Training units.
- Assess need for capacity building activities for programme staff pertaining to M&E and plan capacity building activities.
- Coordinate and work together with Programme Managers of different states for data collation, periodic assessments and data analysis and reporting.
- Oversee Base line, Mid Term and End line assessment of programme.
- Assist Sr. Programme Manager, Saksham for submitting periodic reports to SACS, NACO & PLAN India.
- Data analysis and reporting for strategy development.
- Any other tasks assigned by Supervisor(s)

Essential Qualifications: Master of Arts/ M.Sc. (Bio-Statistics)/ Master in Public Health/ Master in Population Studies/ Master in Health Administration. Desirable qualification: PhD in any of the above subjects.

Experience: 4-7 years of research experience in field of HIV/ TB Counselling services/ and/ or Monitoring & Evaluation.

Essential Skills:

- Excellent skills in English communication (verbal and written).
- High proficiency in MS Excel.
- Knowledge and experience of using of SPSS or State.
- Very good knowledge of other Microsoft Office application (MS Word & MS PowerPoint).
- Experience in data analysis and report writing.
- Knowledge of MS Access or other similar programmes will be an advantage.

Application Procedure

Please send the following documents by e-mail to
recruitment.sakshamprerak@gmail.com along with the following subject line as
'Manager- Monitoring & Evaluation & Research'- Saksham *Prerak*.

1. A Cover Letter
2. Your updated curriculum vitae with your academic record and experience.

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

National Programme Director

Saksham *Prerak*