

## **India HIV/AIDS Alliance (Alliance India)**

*invites talented professionals to consider joining our team in New Delhi*

### **Manager: Strategic Information**

(Full-time)

Duty Station: New Delhi

#### **About Alliance India:**

India HIV/AIDS Alliance (Alliance India) is a diverse partnership that brings together committed organisations and communities to support sustained responses to HIV in India. Complementing the Indian national programme, we work through capacity building, knowledge sharing, technical support, and advocacy. Through our network of partners, we support the delivery of effective, innovative, community-based HIV programmes to key populations affected by the epidemic.

Alliance India works through NGO and CBO partners to support efforts that have a sustainable impact on HIV. We place communities at the center and work to ensure that vulnerable and marginalised people are meaningfully involved in all aspects of our response, including sex workers, men who have sex with men, people who inject drugs, transgender individuals, and people living with HIV. Our programming and policy efforts are driven by evidence of what works; quality and accountability are core priorities in our interventions, technical support and grant management.

#### **Key Expectations from the position:**

*Alliance India is looking for a suitable candidate to take over the position of Manager: Strategic Information. The ideal candidate should have a strong commitment to work with community partners, with a passion to perform in a highly diversified and inclusive working environment and should connect strongly with the cause of HIV/AIDS as well as issues and concerns of vulnerable communities served by Alliance India.*

*The ideal candidate is expected to cultivate sustainable working relationships with various external stakeholders, including donors, Government functionaries and field-level partners and leverage those relationships to create new opportunities to deliver on Alliance India's mission.*

*The candidate is also expected to play an active role in the overall welfare of the organization with a strategic approach, understanding the values, contributing to a culture of transparency, emphasising enabling systems, and promoting innovation and excellence.*

To learn more about our organisation, please visit our website: [www.allianceindia.org](http://www.allianceindia.org)

#### **Summary of Responsibilities:**

The Manager: Strategic Information will be responsible for managing a comprehensive Strategic Information division (SI) which covers responsibilities such as indicator setting, monitoring, data interpretation, analysis and use, research, and evaluation system for various programmes of Alliance India. S/he will also lead the Client Management Information System (CMIS) and other IT-based innovative technology-based solutions for monitoring, evaluation, data analysis and its interpretation. In our research activities and in various programmes. Managing the effective use of data and providing analysis of Alliance India's performance within the context of HIV response at the national level is an important function. S/he will also be responsible for providing oversight and technical support to Alliance India's intermediary partners (Sub Recipients) and implementing organisation (Sub Sub Recipients) at community level in developing a strong Monitoring and Evaluation (M&E) system and maintaining quality of data and information at field level.

The Manager: Strategic Information will be taking autonomous responsibility for the results of his/her team, supporting the Director: Programmes in ensuring the overall welfare and success of Alliance India, managing task forces, and working groups, and participating actively in management meetings, to support senior management team in improving organisational effectiveness.

The key responsibilities of the position are as follows:

### **Strategic Information**

- Lead, support and manage the development and implementation of M&E plans and budgets of various programmes within Alliance India.
- Develop evaluation framework and carry out programme impact evaluation for various programmes.
- Develop innovative strategies to strengthen data collection, monitoring, evaluation, analysis, use, and reporting for various programmes being implemented by Alliance India.
- Develop and implement a Data Quality Assurance plan for Alliance India programmes.
- Develop and monitor an effective target management system for Alliance India programmes.
- Provide overall leadership in ensuring effective use of data including in analysis of Alliance-wide contribution to and impact on the national HIV response.
- Provide leadership in developing CMIS and newer technology-based innovations (mobile applications, GIS, artificial intelligence) for effective programme monitoring, data predication, analysis and interpretation.
- Lead the SI team in the preparation of various donor reports and ensure high level of quality and timeliness in reporting.

### **Research & Evidence**

- Lead the research and evaluation activities of Alliance India by generating and providing evidence in priority areas to support improved programme implementation and advocacy.
- Conduct innovative/ operation research in thematic area and prepare report such as cost effectiveness/ efficiency analysis etc. and disseminate the learning through presentations and publications.
- Disseminate research and programme learnings through presentations and publications at national, regional, and global levels.
- Where possible collaborate in research initiatives into M&E with other Alliance programmes and/or external organisations. This may include operations research projects and multi-sectoral seminars to share experiences.
- Contribute programme learning to Alliance India communications and knowledge management initiatives, ensuring the communication of best practice recommendations are promoted within Alliance India and to external organisations.
- Complement other departments in analysing and documenting the progress, impact, challenges and lessons learned from programmes.

### **Capacity Building and Technical Support**

- In collaboration with the programme team, review partners' internal control systems relating to programme data and identify improvement areas.
- Lead the team to map the needs of the partner organisations and develop technical support plan and curriculum on M&E tailor-made to the requirements.
- Provide guidance to Technical Officers: M&E to facilitate the delivery of technical assistance and capacity-building support for strengthening M&E programmes and the development of partner organisations.
- Measure the impact of technical support imparted to partner organisations and ensure the learnings are translated into high-quality monitoring and evaluation systems, and also address gaps in technical support as and when it is required.

### **Other Management Responsibilities**

- In collaboration with the Finance & Operations Team ensure funds are effectively utilised for SI activities against programme deliverables.
- Coordinate with Technical Officers: M&E in reviewing, analysing and providing timely feedback on programme reports and other documents relating to programmes and implementing partners.
- In conjunction with Director: Programmes, undertake new programme development, including developing concept notes and project/programme proposals.
- Work closely with the senior management team to establish, maintain, and strengthen effective relationships between Alliance India and external institutions involved in HIV/AIDS programmes, particularly those working in M&E, including key government agencies, donor agencies, NGO/civil society partners and research institutions.

- Lead the team through continuous encouragement, setting clear work /activity plans and close monitoring of the quality aspects of the deliverability through a lead-by-example approach.
- Participate, as requested by the line manager in relevant external committees, partnerships, and consortia which involve Alliance India as a member.
- Strictly follow the organisational work plan and individual activity plan and proactively contribute to the achievement of the strategic directions of the organisation, ensuring adherence to quality and timeliness of the deliverables.
- Undertake other responsibilities not outlined above which are commensurate with a role of this nature in the charitable sector and which have been discussed and agreed between the line manager and the post holder.

**Qualification/Education**

- Master's degree/ doctorate in statistics, population studies, public health or social science (or equivalent)
- An additional professional qualification in IT, with knowledge/experience in technology-oriented systems development or project management, will be an added advantage.

**Experience:**

- At least 10 years of relevant M&E experience in the overall health or HIV/ AIDS sector.
- At least 5 years of progressive management experience and proven ability to manage a team of professionals with diversified skills.

**Essential requirements:**

- Demonstrated experience of developing M&E strategies and systems development.
- Research and evaluation experience, including the ability to analyse research and evaluation findings and other information for the benefit of practitioners.
- A technology-oriented mind with a good understanding of newer technology developments in IT sector and the technical awareness/knowledge to integrate technology in the Monitoring, Evaluation of data and its analysis and presentation.
- Demonstrated knowledge and understanding of donor environment, donor relations and donor M&E and reporting systems.
- Excellent analytical, writing, and verbal communication skills.
- Working experience on analytical software packages (SPSS/ STATA)
- Experience of working with multiple stakeholders in civil society and the government at different levels.
- Experience of providing technical support to, and capacity building of, organisations in M&E, especially those working at the community or grassroots level.
- Ability to work effectively in teams as well as independently.
- Ability and willingness to undertake extensive travel, primarily within India.
- Experience in developing and managing teams.
- Strong commitment to HIV/AIDS and sexual and reproductive health and rights.
- Fluent in English and Hindi.
- Ability and willingness to travel extensively within India and abroad.

**Desirable qualities/experience/skills:**

- Sound knowledge of donor strategies and policies.
- Understanding about Global Fund and other donors' reporting procedures and knowledge of strategies and policies.
- Knowledge of other Indian regional languages.

*The position requires a strong commitment to HIV/AIDS and Sexual and Reproductive health and civil society initiatives in India and a demonstrated interest in engaging with relevant issues.*

**Alliance India** is an equal opportunity employer. Applications are welcomed and encouraged by people most affected by the epidemic and living with HIV and the members of the key population we work for.

As a matter of policy, **Alliance India** operates rigorous recruitment and selection procedures and checks.

The compensation package will be commensurate with qualification and experience. Interested candidates meeting the above criteria are requested to submit their application along with a cover note to



[recruit@allianceindia.org](mailto:recruit@allianceindia.org) before the closing date. Please indicate the title of the position applied for in the subject line of your e-mail and mention your current payment details in the cover note.

**India HIV/AIDS Alliance**

6 Community Centre, Zamrudpur, Kailash Colony Extension, New Delhi – 110 048

Tel: (011) 4536 7700

Email: [recruit@allianceindia.org](mailto:recruit@allianceindia.org)

Website: [www.allianceindia.org](http://www.allianceindia.org)

Closing date for receipt of complete applications: 19<sup>th</sup> March 2023. However, applications will be considered on a rolling basis.

Please note that we will not be able to notify all applicants. Only short-listed candidates will be notified about subsequent selection procedures. Canvassing in any form shall be considered a disqualification in the recruitment process.