

## India HIV/AIDS Alliance

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

### Technical Officer: Monitoring & Evaluation

Multiple Positions – (Full Time)

#### Introduction:

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 delivering 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.

We are certified as a “**Great Place to Work**” a coveted certification that endorses and promotes a high-trust, high-performance work culture.

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

#### Summary of Key Responsibilities:

The Technical Officer: Monitoring and evaluation will be responsible for providing programmatic, technical and organisational development support to Alliance India’s network of state-level principal partner NGOs, their programmes & implementing partners. Responsible for onsite data verification visits, handholding, and capacity building of partners in data collection, its quality assurance, reporting, etc. Responsible for Managing CMIS, and such data collection, entry and reporting tools. The person will support the programme evaluations and analysis and provide feedback on programming. The candidate must be very strong in reporting and have experience managing a huge volume of programmatic data and its analysis and interpretation. Previous experience in the health domain, especially PLHIV, sexuality, gender, and rights-related programming at the national level, will be useful.

#### Specific Responsibilities:

- Under the supervision of the Manager: Strategic Information, design and develop monitoring and evaluation plans, formats and reporting systems for partners and the Alliance India office.
- Contribute to the implementation and review of effective monitoring, review and activities for programmes against agreed project deliverables.
- Support programme development and capacity building; programme evaluations and analysis; prepare customised reporting templates per project indicators and provide ongoing technical support to the team on the reporting structure.
- Responsible for validating all the activity reported in the SR Partners' monthly reports, ensuring the data quality.
- MIS data analysis and feedback to partners to enhance the programme’s quality and maintain up-to-date and accurate records on MIS data and programme indicators.
- Responsible for ensuring data quality through onsite data verification visits; responsible for providing training during visits; closely monitor and providing technical support in data collection, data quality assurance, data storage, retrieval, and submission
- Analyse and report Data Quality Assessment exercises to monitor the quality of data;
- Support the development of M&E capacity building plans of SR for needs identified; provide support for assessment and evaluation studies as may be undertaken under the project; carry out

an in-depth analysis of primary and secondary data evidence to design, develop and implement community feedback mechanism, and community score cards.

- Analyse and provide strategic input to the program team and management on the action plan; Design, develop and deliver high-quality visualisation and information materials.
- Support the development of tools and resources for monitoring by Alliance India and partner organisations.
- Support lead partners in developing and maintaining systems and procedures to ensure donor compliance.
- Disseminate the learning through presentations and publications to internal & external audiences.
- Support assessment processes within Alliance India programmes, lead partners and their implementing NGOs.
- Provide support to the delivery of capacity-building programmes for partner NGOs.
- Assist in managing any relevant external technical support that may be required for programmes and partner NGOs.
- Monitor, review and evaluate the progress and impact of capacity-building programmes.
- Establish, maintain and strengthen effective relationships between Alliance India and their lead partners.
- In collaboration with the Manager: Strategic Information support programme evaluation strategies and data analysis to provide feedback for programme planning & design.
- Support the Manager: Strategic Information in compiling information from attendance at external monitoring and evaluation initiatives.
- Liaison with NACO, SACS and other stakeholders in coordination and data sharing.
- Complement the activities of other departments within the team and provide support wherever required.
- Strictly follow the organisational work plan and individual activity plan, ensuring adherence to quality and timeliness in required deliverables.
- Maintain a positive working relationship with the community, partner organisation and stakeholders, etc., upholding the organisational mission and commitments.

#### **QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:**

##### **Qualifications/Education:**

- Master's degree in statistics, Demography, Social Science, public health or development field computer science or Information Technology (or equivalent)

##### **Experience:**

- At least 3 to 5 years of relevant monitoring and evaluation experience in the development sector in the health domain
- ***Candidates with a proven track record of implementing care & Support, prevention, sexuality, gender & Rights, drug use and Harm reduction programmes; and having experience working with PLHIV, MSM, transgender, Hijra, FSW, IDU communities will be given high preference.***
- Strong experience managing CMIS (Client based Management Information System) and mobile-based reporting systems in large-scale programmes.
- Strong knowledge of advanced MS Excel, and working experience on data analysis software packages like SPSS/ R/ Stata
- Experience in developing monitoring frameworks and new proposal development tasks.
- Experience in data mining and big data analysis and its interpretation
- Experience providing technical support to and capacity-building organisations, especially those working at the community or grassroots level.

##### **Personal qualities/skills:**

- Strong analytical and data interpretation skills
- Ability to work effectively in teams as well as independently.
- Ability and willingness to undertake travel within India.
- Strong commitment to HIV/AIDS and sexual and reproductive health and rights.
- Demonstrated skill in partner management and reporting.
- Experience in collaborating with community organisations and groups to deliver excellent HIV and health interventions.
- Commitment to LGBT rights and inclusion and rights-based responses to HIV and generally to the key populations affected by the epidemic.

- Proven experience developing and maintaining strong and effective relations with donors, government functionaries, media, and other stakeholders.
- Strong commitment to team-working, collaboration, consensus building and negotiation
- Excellent writing and verbal communication skills in English and Hindi.
- Ability and willingness to undertake travel approximately 40% to 50% of the time, primarily within India, where the programme is being implemented.
- Fluent in English and Hindi.

**Desirable qualities/experience/skills:**

- Knowledge in query languages, for example, SQL and Machine Learning / Artificial intelligence, are preferable
- Experience with IT implementations in public health setup
- Good understanding of development issues and India's HIV epidemic(s).
- Understanding of GFATM reporting procedures and knowledge of donor's strategies and policies
- Knowledge of other Indian regional language(s).
- Experience working in a programme related to the most at-risk population.

*The position requires a strong commitment to HIV/AIDS and sexual and reproductive health and NGO activities in India and a strong interest in and understanding the 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 people from all sections of key populations we serve.*

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

The compensation package will be commensurate with experience. Interested candidates meeting the above criteria must submit their application and a cover note to [recruit@allianceindia.org](mailto:recruit@allianceindia.org) before the closing date. Please indicate the title of the post applied for in the subject line of your e-mail. Mention your current salary 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: 10<sup>th</sup> May 2023

**Due to the urgency of hiring for the position, we may go ahead with interviews with suitable candidates even during the application period. Hence, interested candidates are urged to apply at the earliest.**

Please note that we will not be able to notify all applicants. Only short-listed candidates will be informed about the interview date.