

India HIV/AIDS Alliance (Alliance India)

invites talented professionals to consider joining our team in New Delhi

Technical Associate: Monitoring & Evaluation

(full-time – One Year)

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 sustainably impact 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

Summary of Responsibilities:

The Technical Associate: Monitoring and Evaluation will be responsible for providing programmatic, technical and organisational development support to Alliance India's network of state level implementing partners and field level team members and support them on data collection, its quality maintenance and analysis. The position will work closely with the national programme team members.

Specific Responsibilities:

Programme Management:

- Support the implementation of monitoring and evaluation plans and budgets.
- Prepare and submit programme and other reports on a timely basis.
- Compile information including workshop reports, quarterly and annual reports, and review and re-planning reports.
- Provide data analysis and feedback to enhance the quality of programmes.

Programme Evaluation and Strategic Information:

- Design programme evaluation studies.
- Conduct programme evaluations and prepare strategic documents/reports.

Capacity Building and Technical Support:

- Support assessment processes within the programme.
- Deliver capacity building initiatives remotely.
- Manage relevant external technical support as required.
- Monitor, review, and evaluate the progress and impact of capacity building initiatives.

Data Collection and Monitoring:

- Collect and analyze quantitative data remotely through health facility records and reports from the community mental health workers.
- Provide guidance and support to community mental health workers for data collection and reporting.

Community Engagement:

- Support the planning and organization of community engagement events such as Children's Day celebrations, yoga classes, and plantation drives, through virtual coordination with local staff and volunteers.

Mental Health Support:

- Oversee the provision of mental health support to children living with HIV through virtual support and coordination with community mental health workers.
- Provide remote support and education to parents and caregivers of children living with HIV.

Nutrition Kit Distribution:

- Oversee the provision of nutritional supplies and supplements to 555 malnourished children and key populations from vulnerable families affected by HIV through coordination with local staff.

Reporting:

- Generate reports highlighting achievements, challenges, and areas for improvement, and share these with relevant stakeholders.
- Conduct annual evaluations (Baseline and Endline) to assess the overall impact of the project on the health and nutritional well-being of children living with HIV.
- Strictly follow the organizational work plan and individual activity plan and proactively contribute to achieving the organization's strategic directions, 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 not-for-profit sector, which have been discussed and agreed upon between the line manager and the post holder.

Essential requirements:

- Bachelors / Master's degree in statistics, Demography, Social Science, public health or development field (or equivalent)
- 2-4 years of relevant monitoring and evaluation experience in monitoring and evaluation, particularly in health or nutrition programmes. Freshers with high qualification and exceptional skills also will be considered for the role.
- Demonstrated experience in data collection, analysis, and reporting.
- Strong understanding of nutritional support and mental health services for vulnerable populations.
- Proven ability to manage and analyze data related to health and nutrition.
- Excellent communication skills, both written and verbal, in English and Hindi.
- Ability to work effectively with diverse teams and stakeholders.
- Experience organizing and managing community engagement activities remotely.
- Strong organizational and project management skills.

Desirable qualities/experience/skills:

- Knowledge of HIV/AIDS programs and the challenges faced by children living with HIV.
- Experience in capacity building and delivering training sessions.
- Familiarity with the use of arts and therapy in educational settings.
- Understanding of the socio-economic challenges faced by vulnerable populations in India.

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 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

Website: www.allianceindia.org

Closing date for receipt of complete applications: 14th July 2024. 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.