India HIV/AIDS Alliance (Alliance India)
invites talented professionals to consider joining our team in Delhi

Technical Officer: Monitoring & Evaluation
(Multiple positions – Full time)

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 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. The responsibilities include but are not limited to onsite data verification visits, handholding, and capacity building of partners in data collection, quality assurance, and reporting.   The person will be responsible for managing CMIS and data collection, as well as entry and reporting applications. 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 State or national level, will be useful.

In coordination with the programmes team, the position is expected to develop and maintain healthy relationships with national and state-level external stakeholders in government and other key non-governmental bodies to implement the programme effectively.

Specific Responsibilities:
- Under the supervision of the Associate Director of Strategic Information, design and develop monitoring and evaluation plans, formats and reporting systems for partners and the Alliance India office.
- Responsible for the implementation of the overall monitoring & evaluation plan under the programme component, which encompasses EVTHS, prevention, care, support and treatment, community system strengthening, prison intervention, red ribbon campaign on awareness, etc.
- Support programme evaluations and analysis and provide feedback on programming; prepare customized reporting templates per project indicators and ensure ongoing technical support to the team on the reporting structure.
- Responsible for collating monthly reports from the SR Partners, ensuring data quality, and contributing effectively to the cluster team responsible for submitting the report to donors quarterly.
- Ensure the quality and timeliness of reports received from the implementing partners, which manage the programme.
- Ensure data quality through onsite data verification visits; responsible for providing training during visits and also through online formats; closely monitoring and providing technical support in data collection, data quality assurance, data storage, retrieval, submission, analysis and reporting.
- Facilitate periodic Data Quality Assessment exercises to monitor the quality of data.

- Support the development of tools and resources for monitoring by Alliance India and partner organisations.
- Provide support to the delivery of capacity-building programmes for partner NGOs for needs identified.
- Provide support to research 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 mechanisms, and community scorecards.
- Monitor the implementation of community feedback reports and scorecards,
- Analyse and provide strategic input to the programmes team and management on the plan of action.
- Design, develop and deliver high-quality visualization and information products like scorecard metrics from community feedback, etc.
- 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.
- Prepare periodic reports (MPR, QPR, QNR, Annual Report) and ensure compliance with NACO/SACS/Donor requirements.
- Develop need-based tools and IEC materials.
- Support lead partners in developing and maintaining systems and procedures to ensure donor compliance.
- Support the rest of the team to disseminate the learning through presentations and publications to internal & external audiences.
- Support assessment processes within Alliance India programmes, lead partners and their implementing NGOs.
- Assist in managing any relevant external technical support required for programmes and partner NGOs.
- Establish and strengthen effective relationships between Alliance India and their lead partners.
- Maintain a positive working relationship with the community, partner organisation, stakeholders, etc., upholding the organisational mission and commitments.
- Smooth coordination with the National AIDS Control Organisation and State AIDS Control Societies, TB & Viral Hepatitis, women and child department, and other relevant and important stakeholders.
- Actively identify new areas of programme interventions and funding sources and develop concept notes, proposals, etc. for major bilateral/multilateral donors, private foundations, and trusts.
- Complement the activities of other departments within the team and provide support wherever required.
- Undertaking monitoring and need-based technical support visits to SRs and project sites regularly.
- Strictly follow the organisational work plan and individual activity plan, ensuring adherence to quality and timeliness in required deliverables.
- Undertake other responsibilities not outlined above, which are commensurate with a role of this nature in the not-for-profit sector, which has been discussed and agreed upon between the line manager and the post holder.

Education
- Master's degree in statistics, Demography, Social Science, public health or development field computer science or Information Technology (or equivalent)
- A Medical degree: and/or a doctorate in social sciences, health or development field will be an added advantage.

Experience
- 3 to 5 years of relevant programme management and 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 will be given preference.
- Demonstrated knowledge and understanding of donor environment, donor relations and donor M&E and reporting systems.
- Proven experience in working and building relationships with Government organisations, especially Ministries, SACS, NACO, etc.
- Experience working with multiple civil society and government stakeholders at different levels.

- Experience in providing technical support to and capacity building of organizations in various programmatic and organisational development-related areas, especially those working at the community or grassroots level.
- Experience in collaborating with community organisations and groups to deliver excellent HIV and health interventions.
- Good experience managing CMIS (Client-based Management Information System) and mobile-based reporting systems in large-scale programs.
- Strong knowledge of advanced MS Excel.
- Experience in developing monitoring frameworks and new proposal development tasks.
- 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.
- 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 travel approximately 40% to 50% of the time, primarily within India, where the programme is being implemented.
- Fluency in local language where the programme is being implemented. Fluency in English is also required.

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).

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 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   Website: www.allianceindia.org

Closing date for receipt of complete applications: 16th February 2025. Please note that we will not be able to notify all applicants. Only short-listed candidates will be notified about subsequent selection procedures.