

India HIV/AIDS Alliance (Alliance India)

invites talented professionals to consider joining our team

State Monitoring & Evaluation Officer

(full-time)

Locations: Dehradun, Uttarakhand

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 State Monitoring & Evaluation Officer will manage the monitoring and evaluation-related tasks under the prison intervention programme in their respective State(s). Reporting to the State Programme Manager, the person will be based either at the SACS office / State office of Alliance India/ Sub-recipient partner organisation of the programme. The position will work closely with the programme coordinators at the field level on data-related requirements and capacitate them in maintaining data quality. On a routine basis, the Officer will coordinate with the State Programme Manager and the Strategic Information team members based at the Alliance India national office and ensure all reporting-related requirements are completed.

Specific Responsibilities:

- Support the State Programme Manager in oversight of the Prison and OCS tasks related to monitoring & evaluation of the activities undertaken and targets achieved.
- Provide support for the State/District level activities under the Community Systems Strengthening (CSS) and Red Ribbon Bus (RRB) components of the programme as and when required/requested.
- Support the State Programme Manager in preparing annual, quarterly and monthly plans.
- Ensure the Project Coordinators (PC) are able to implement the project as per the program's logical framework, and SOP, and can achieve the region-specific outputs and outcomes of Prison & OCS intervention.
- Guide the PCs on implementation strategies, and regularly conduct data-driven review meetings (SSR Quarterly Review Meetings - Cluster Wise) to track programme progress.
- Ensure the uniform implementation of M&E systems across all Project coordinators and conduct frequent data quality audits at the Prison & OCS levels.
- Build the capacity of Project Coordinators on data management (recording, validation, triangulation, and reporting), and data quality assurance.
- Ensure that the Project Coordinators are able to properly use the project's MIS systems, and data recording and reporting tools and formats.
- Conduct regular Supporting Monitoring Visits (SMV) and RDQA visits to the Prison & OCS
- Visit the Prison & OCS to provide technical support to improve program and data quality.
- Coordinate with DAPCU / SACS - M&E / other officials for timely data reporting, verification, validation, and triangulation

- Complete the reporting requirements to the national office team in a high-quality and time-oriented manner.
- Strictly follow the organisational 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 has been discussed and agreed upon between the line manager and the post holder.

Education

- Bachelors / master's degree in statistics, Demography, Social Science, public health or development field (or equivalent)

Experience

- 3 to 5 years of relevant monitoring and evaluation experience in the health, development sector at the district/ state level.
- Experience working on programmes related to prison intervention and related settings at the State level.
- Strong knowledge of advance level MS Excel
- Experience in direct programme implementation and interface with vulnerable and marginalised populations.
- Experience providing technical support to and capacity-building at the field level, especially those working at the community or grassroots level.
- Demonstrated experience in data collection, analysis, and reporting.

Essential Attributes

- Demonstrated knowledge and understanding of project management.
- Sound understanding of NGO/CBO support principles in the context of key populations' public health and human rights dimensions.
- Commitment to FSW / LGBT / IDU rights and inclusion and rights-based responses to HIV and generally to the key populations affected by the epidemic.
- Demonstrated knowledge and understanding of partnerships and/or donor environment, donor relations and reporting.
- Strong commitment to teamwork, collaboration, consensus building and negotiation.
- Highly passionate about his/her work with strong community engagement skills.
- Highly motivated self-starter with ability to identify opportunities and drive change.
- Sensitive to Gender issues
- Ability and willingness to undertake travel within India for an average of 50% of the time.
- Apart from English, fluency in the local language of the State(s) where the programme is being implemented is a must.

Desirable qualities/experience/skills:

- Good understanding of development issues and the HIV epidemic(s) in India.
- Experience working in Global Fund supported programmes
- Technical knowledge and expertise in Prevention, Care and Support
- Knowledge of Statistical applications like SPSS/STATA, etc.
- A good understanding of legal and ethical issues around HIV/AIDS/ KPs.
- Involved in developing advocacy strategy at the district/state/regional/national level.

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.



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 along with the State where you are applying for.

The compensation package will be commensurate with experience and qualification and in accordance with our pay structure for State level positions. 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: 25th September 2026. 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.