

II. Monitoring and Evaluation Manager

Purpose - To strengthen the NACO grant through monitoring and evaluation, surveillance and information management for control of HIV for decision making at all levels of the program

To overview the grant by giving technical inputs for implementation and monitoring of the program. Monitoring and supervision of the sub recipients and liaison with Global Fund and Local Agent of Global Fund

Responsibilities

- Working in close collaboration with NACO officials and other consultants
- To assist in all technical components of program formulation and implementation especially for newer components
- Providing overall leadership and technical assistance for all aspects related to NACO
- To develop comprehensive plan for monitoring and evaluation in project states of SR to ensure that an effective and participatory M&E system is established in as decentralised manner
- To develop and test instruments for supportive supervision to support monitoring
- To develop formats, log frame matrix for monitoring and evaluating the program implementation in the collaboration with NACO officials, and concerned consultants for developing or refining indicators for the program
- To assist in the development of methodology for mid term evaluation and to ensure they are undertaken
- To evaluate results of specific reports on Grant and Program and integrate these into planning
- To map the needs of the partners and developing a training curriculum on monitoring and evaluation for sub recipients under global fund and other donors
- To consolidate and analyse reports/data received from the SRS on monthly /quarterly annual basis
- Contribute in training /capacity building of the project personnel at national and state level as and when required
- Any other assignment to be given by the DDG

Qualification and Experience

Post graduate qualification in Preventive Social Medicine /community medicine /Community Health Administration /MPH/ Microbiology/ General Medicine / Hospital Management/ MBA from a recognized institution with 5 years of experience after getting PG and 1 year experience at national level of working in a public health program

However the essential qualification may be relaxed in cases of experienced candidates or if there are no candidates available with the prescribed qualification.

Knowledge in accounting

Extensive experience of managing multi disciplinary staff and financial resources

Very strong analytical skills, and the ability to synthesis complex concepts and to communicate them effectively'

Ability to work effectively and the ability to synthesis complex concepts and to communicate them effectively

Excellent writing and verbal communication skills

Ability and willingness to undertake extensive travel, primarily within India

Fluent in English and Hindi

Skills

- Experience of working with donors
- Knowledge and understanding of partnerships , principles of NGO support and /or
- Donor environment , donor relations /negotiations and reporting
- Experience of providing technical support to and capacity building of organisations in compliance related matters
- Experience of project proposal development and budget preparation
- Technical expertise in the areas of overall programme management and planning.
- Capability to function collaboratively and productively in a multidisciplinary environment.
- Ability to represent the NACO during interactions with relevant stakeholders, civil society and other agencies.
- Ability and willingness to travel extensively.
- Deliverables
- The grant manger will be required to submit a monthly and annual report to DDG Global Fund. Evaluation of performance will be done based on these activity report