



JOB DESCRIPTION OF MULTIPLE POSITIONS- ASSAM

We invite applications from eligible candidates for **Multiple Positions** for MMU (Mobile Medical Unit) Assam Project. Following are the brief of job profiles:

About HLFPPPT:

Hindustan Latex Family Planning Promotion Trust (HLFPPT) is an Indian 'not for profit' organisation, promoted by HLL Lifecare Ltd (a Mini Ratna Public Sector Enterprise of Govt of India). It was founded in 1992 and registered under the Travancore-Cochi Literary, Scientific, Charitable Societies Registration Act 1955.

At HLFPPPT, we are passionate about ensuring safe motherhood and better child health, ultimately building happier and healthy future generations. Our expertise lies in adopting novel approaches for improving Maternal and Child Health, HIV Prevention and Control, Family Planning and Adolescent Health through direct programme implementations, technical assistance and capacity building.

For over two decades, our relentless commitment has made HLFPPPT emerge as India's leading organisation in Reproductive & Child Healthcare and a pioneer in promoting Public Health through Social Marketing & Social Franchising strategies. HLFPPPT actively contributes towards the goals of the National Health Mission, NACP, FP 2020, UHC and Post 2015 MDG Agenda.

Owing to its diverse technical experience and proven track record of impact-driven and scalable interventions, HLFPPPT is a chosen collaborator for designing, implementation and evaluation of programmes for the Government, several National & Global Development Agencies as well as top PSEs and corporate for CSR, including Fortune India 500 Companies like Jindal, Cairn, Suzlon, Essar, etc. We have a dedicated team of experienced professionals in the fields of Social Marketing, Social Franchising, Capacity Building, Community Development, Public Health, Programme Management, Branding and Product Development, Research, Behavior Change Communication, Monitoring & Evaluation, Hospital Management and Skill Development in the Health Sector.

Project Brief:

The Mobile Medical Unit (MMU), Assam project is an initiative of State Health Society, **National Health Mission (NHM), Assam** and will be implemented by HLFPPPT. It is a strategic initiative of the Government aimed at providing a range of health care services for populations living in remote, inaccessible, un-served and underserved areas mainly with the objective of taking healthcare service delivery to the doorsteps of these populations. The MMUs services are also intended to cater to the urban poor and vulnerable population and provide fixed services in areas where there is no health infrastructure.

Services:

The MMUs will provide primary and selective secondary out-patient health care services with an objective to *“enhance the health and well-being of residents of the area covered by the MMU by providing high quality service, innovation and development and to meet identified needs within the resources available”*. Ailments which shall not normally require further referral/ specialist care will be treated at the MMU only. Patients will be treated and provided drugs free of cost. No charges of any kind will be recovered from the patients.

Number of MMUs: Total of 130 MMUs and 130 Auxiliary Vehicle will be deployed across 27 districts of Assam. Majority of the MMUs will be deployed in Tea Garden area. Each MMU comprises a Fully Equipped Vehicle for service delivery and an Auxiliary Vehicle for Commuting the MMU Team Members.

MMU Team

Each MMU Team comprises 9 members consisting of Medical Officer (MBBS), Nursing Staff (02), Pharmacist, Lab Technician, Ophthalmic Technician, Drivers (2) and a Handyman. For 130 MMUs, a total of 1170 members will be deployed on ground.

Project Management Unit (PMU)

The Project Management (PMU) will be responsible for effective implementation of the project across the state. The PMU comprises close to 50 senior members spread across 3 offices in Assam. The State Head Office is in Guwahati and Regional Offices are in Dibrugarh and Silchar.

1) Job Title: Team Leader – MMU Assam

Unit: Project Management Unit

Project Title: Mobile Medical Unit (MMU), Assam

Location: Guwahati

Travel involved: across Assam

Remuneration: Salary will commensurate with experience of the candidate and past salary drawn

Objective of the position: To lead and manage a very large team, spread across Assam and deliver a very high quality health programme in accordance with partnership agreement, standard operating protocol and mission and vision of the organization

Key Roles & Responsibilities

- Serve as chief point of contact in Assam for the MMU project; Should have high exposure to Operations functions and adequate exposure to HR, Business Development and Finance functions;
- Ability to build and maintain effective relationships, with the team, colleagues, members and external partners and supporters;
- Create management systems and processes consistent with project needs;
- Oversee full administration of the project, including human resources, financial and technical resources;
- Supervise daily activities and provide continuous guidance to team to achieve individual/team targets
- Recruitment and selection of employees with relevant domain knowledge and talent retention
- Plan & design project's operational strategy and develop a clear plan for its execution;
- Ensure that activities are fully accomplished, meet expected technical and management quality standards, and are delivered on schedule;
- Ensure that the project is implemented in accordance with partnership agreement and in line with Standard Operating Protocol of the State Health Society, National Health Mission, Assam;
- Serve as primary liaison with NHM Assam on administrative, programmatic, financial and technical matters;
- Coordinate efficient procurement of project supplies and services with finance, project, admin and procurement colleagues;
- Ensure that information, records and documentation necessary to monitor the project are maintained and are available at all times for inspection by the donor and HLPPT Leadership Team;
- Attend and participate in review meeting between HLPPT and State Health Society;
- Ensure that relevant data and records of all patients treated at the MMU are maintained with full confidentiality and responsibility;
- Introduce any further service in line with any new initiative of the government or in response to local demand under the guidance of HLPPT Leadership Team;
- Participate in staff and consultant recruitment, in collaboration with Human Resources and project stakeholders;
- Responsible for induction of project staff, ensuring their familiarity with mission, vision and values of the organization;
- Orient and train the staff about quality standards, policies and project objectives and their individual responsibilities in upholding these standards and policies;
- Oversee achievement of staff work plans, deliverables and compliance requirements;
- Ensure internal management systems for contracting, recruitment, and delivery move rapidly to respond to the demands for service delivery on the ground;
- Lead regular planning and reflection sessions with the team;
- Work with the team and technical advisors to identify the technical support needs of the project and ensure this support is provided;
- Undertake continuous monitoring of training and activity sessions (including in-person visits and reviewing activity reports) to ensure plans translate into practice; and provide constructive feedback to improve future activities;
- Foster and maintain effective and professional relationships with and between all project staff, partners and stakeholders;

- Lead knowledge development and sharing;
- Oversee the implementation and maintenance of MIS tools and frameworks;
- Oversee monitoring and evaluation systems, ensuring that the project is adequately monitored and that evaluative thinking is incorporated appropriately into the project wherever possible;
- Oversee technical reviews, including outside evaluations if any, and manage indicated changes in project direction and focus;
- Ensure that local laws, culture and operational policies and protocols, including for security, are observed and respected;
- Identify barriers, risks and opportunities to higher achievement and apply practical and feasible actions to address those factors;
- Organize and facilitate meetings between key stakeholders and regular coordination meetings in accordance with the governance structure of the project; and
- Leverage opportunities and synergies with other projects both internal (HLFPPT) and external (other partners and stakeholders).
- Performs any additional work as assigned by the management from time to time

Qualifications & Experiences

- Post-graduate qualification in Management/Public Health/Social Sciences with demonstrable experience of managing large scale projects preferably in public health domain. Candidates having Certification in Project Management will be given preference.
- A minimum of 15 years of experience with atleast 10 years of experience in the development sector dealing with government and donors agencies
- Proven experience of donor and contract management.
- Experience of managing the programme cycle, including assessments, project design, proposal and report writing, implementation, monitoring and evaluation
- Willingness to work and travel in difficult and insecure environments
- Committed to improving the health status of underserved and difficult to reach population

Key Competencies & Skills:

- Excellent Leadership ability
- Excellent documentation and reporting skills;
- Good Communication (verbal & written in English & Assamese);
- Highly responsive
- Ability to maintain confidentiality;
- Respect for all and ability to work with people and take the team along;
- Excellent project planning, management and organizational skills;
- Good Analytical & Problem solving ability;
- Decision making abilities and taking responsibility for decisions;
- Ability to take disciplined risks;
- Ability to lead initiative and develop networks;
- Strong ability to liaison;
- Financial acumen;
- Ability to use MS office effectively; Exposure to MS-projects will be an asset;
- Ability to use mobile apps for project management will be an added advantage;
- Good Interpersonal skills;
- Team work orientation;
- Ability to manage multiple competing priorities;
- Mentoring & coaching skills.
- Approachable, good listener, easy to talk to;
- Develops and encourages new and innovative solutions;
- Honest, encourages openness and transparency.

2) Job Title: Regional Manager – MMU Assam

Unit: Project Management Unit

Project Title: Mobile Medical Unit, Assam

Location: Guwahati/Dibrugarh/Silchar

Travel involved: across assigned region

Remuneration: Salary will commensurate with experience of the candidate and past salary drawn

Objectives of the Position & Key Roles & Responsibilities of (Regional Manager - MMU Project): Under the overall guidance of Team Leader – MMU Project, the selected candidate will:

Key Roles & Responsibilities:

- Serve as chief point of contact in the designated region for the MMU project;
- Oversee full administration of the project in the designated region, including human, financial and technical resources;
- Ensure that the assigned activities are fully accomplished, meet expected technical and management quality standards, and are delivered on schedule;
- Ensure that the project is implemented in accordance with partnership agreement and in line with Standard Operating Protocol of the State Health Society, National Health Mission, Assam;
- Coordinate efficient procurement of project supplies and services with finance, project, admin and procurement colleagues;
- Ensure that information, records and documentation necessary to monitor the project are maintained and are available at all times for inspection by the donor and HLPPT Leadership Team;
- Attend and participate in review meeting between HLPPT and State Health Society;
- Ensure that relevant data and records of all patients treated at the MMU are maintained with full confidentiality and responsibility;
- Participate in staff and consultant recruitment, in collaboration with Human Resources and project stakeholders;
- Orient and train the staff about quality standards, policies and project objectives and their individual responsibilities in upholding these standards and policies;
- Oversee achievement of staff work plans, deliverables and compliance requirements;
- Ensure internal management systems for contracting, recruitment, and delivery move rapidly to respond to the demands for service delivery on the ground;
- Lead regular planning and reflection sessions with the team;
- Work with the team and technical advisors to identify the technical support needs of the project and ensure this support is provided;
- Foster and maintain effective and professional relationships with and between all project staff, partners and stakeholders;
- Oversee the implementation and maintenance of MIS tools and frameworks;
- Oversee monitoring and evaluation systems, ensuring that the project is adequately monitored and that evaluative thinking is incorporated appropriately into the project wherever possible;
- Ensure that local laws, culture and operational policies and protocols, including for security, are observed and respected;
- Organize and facilitate meetings between key stakeholders and regular coordination meetings in accordance with the governance structure of the project;
- Should have high exposure to Operations functions and adequate exposure to HR and Finance functions;
- Ability to build and maintain effective relationships, with the team, colleagues, members and external partners and supporters;
- Performs any additional work as assigned by the management from time to time

Qualifications & Experiences

- Post-graduate qualification in Management/Public Health/Social Sciences with demonstrable experience of managing large scale projects preferably in public health domain. Candidates having Certification in Project Management will be given preference.
- A minimum of 7 years of experience with atleast 5 years of experience in the development sector dealing with government and donors agencies
- Proven experience of donor management.
- Experience of managing the programme cycle, including assessments, project design, proposal and report writing, implementation, monitoring and evaluation
- Willingness to work and travel in difficult and insecure environments
- Committed to improving the health status of underserved and difficult to reach population

Key Competencies & Skills:

- Good Communication (verbal & written in English & Assamese);
- Ability to maintain confidentiality;
- Respect for all and ability to work with people and take the team along;

- Excellent project planning, management and organizational skills;
- Good Analytical & Problem solving ability;
- Decision making abilities and taking responsibility for decisions;
- Ability to take disciplined risks;
- Ability to lead initiative and develop networks;
- Strong ability to liaison;
- Excellent documentation and reporting skills;
- Financial acumen;
- Ability to use MS office effectively; Exposure to MS-projects will be an asset;
- Ability to use mobile apps for project management will be an added advantage;
- Interpersonal skills;
- Team work orientation;
- Ability to manage multiple competing priorities;
- Mentoring & coaching skills.
- Approachable, good listener, easy to talk to;
- Develops and encourages new and innovative solutions;
- Honest, encourages openness and transparency.

3) Job Title: Project Officer – MMU Assam

Unit: Project Management Unit

Project Title: Mobile Medical Unit, Assam

Location: Dibrugarh/Silchar

Travel involved: Yes (across designated regions)

Remuneration: Salary will commensurate with experience of the candidate and past salary drawn

Key Roles & Responsibilities of (Project Officer - MMU Project): Under the overall guidance of Regional Manager - MMU Project, the selected candidate will:

- Oversee full implementation of the project in the designated region;
- Ensure that the assigned activities are fully accomplished, meet expected technical and management quality standards, and are delivered on schedule;
- Ensure that the project is implemented in accordance with partnership agreement and in line with Standard Operating Protocol of the State Health Society, National Health Mission, Assam;
- Ensure that information, records and documentation necessary to monitor the project are maintained and are available at all times for inspection by the donor and HLPPT Leadership Team;
- Ensure that relevant data and records of all patients treated at the MMU are maintained with full confidentiality and responsibility;
- Oversee achievement of staff work plans, deliverables and compliance requirements;
- Foster and maintain effective and professional relationships with and between all project staff, partners and stakeholders;
- Oversee the implementation and maintenance of MIS tools and frameworks;
- Ensure that local laws, culture and operational policies and protocols, including for security, are observed and respected; and
- Organize and facilitate meetings between key stakeholders and regular coordination meetings in accordance with the governance structure of the project.

Qualifications & Experiences

- Post-graduate qualification in Management/Public Health/Social Sciences with demonstrable experience of managing large scale projects preferably in public health domain.
- A minimum of 5 years of relevant experience in project management
- Willingness to work and travel in difficult and insecure environments
- Committed to improving the health status of underserved and difficult to reach population

Key Competencies & Skills:

- Good Communication (verbal & written in English & Assamese);
- Ability to maintain confidentiality;
- Respect for all and ability to work with people and take the team along;
- Excellent project planning, management and organizational skills;
- Good Analytical & Problem solving ability;
- Decision making abilities and taking responsibility for decisions;
- Ability to take disciplined risks;
- Ability to lead initiative and develop networks;
- Strong ability to liaison;
- Excellent documentation and reporting skills;
- Financial acumen;
- Ability to use MS office effectively; Exposure to MS-projects will be an asset;
- Ability to use mobile apps for project management will be an added advantage;
- Interpersonal skills;
- Team work orientation;
- Ability to manage multiple competing priorities;
- Mentoring & coaching skills.
- Ability to build and maintain effective relationships, with the team, colleagues, members and external partners and supporters;
- Approachable, good listener, easy to talk to;
- Develops and encourages new and innovative solutions;
- Honest, encourages openness and transparency.
- Perform other tasks which may be assigned by the reporting manager from time to time.

4) Job Title: Field Supervisors- MMU Assam

Unit: Project Management Unit

Project Title: Mobile Medical Unit, Assam

Location: Guwahati/Dibrugarh/Silchar

Travel involved: across designated districts)

Remuneration: Salary will commensurate with experience of the candidate and past salary drawn

Key Roles & Responsibilities of Field Supervisors: Under the overall guidance of Project Officers & Regional Manager - MMU Project, the selected candidate will:

- Supervise full implementation of the project in the designated districts;
- Ensure that the assigned activities are fully accomplished, meet expected technical and management quality standards, and are delivered on schedule;
- Ensure that the project is implemented in accordance with partnership agreement and in line with Standard Operating Protocol of the State Health Society, National Health Mission, Assam;
- Ensure that information, records and documentation necessary to monitor the project are maintained and are available at all times for inspection by the donor and HLPPT Leadership Team;
- Ensure that relevant data and records of all patients treated at the MMU are maintained with full confidentiality and responsibility;
- Supervise achievement of staff work plans, deliverables and compliance requirements;
- Foster and maintain effective and professional relationships with and between all project staff, partners and stakeholders;
- Provide data for MIS;
- Ensure that local laws, culture and operational policies and protocols, including for security, are observed and respected; and

- Organize and facilitate meetings between key stakeholders and regular coordination meetings in accordance with the governance structure of the project.
- Performs any additional work as assigned by the management from time to time

Qualifications & Experiences:

- Post-graduate/ Graduate with 3 years of relevant field experience
- Willingness to work and travel in difficult and insecure environments
- Committed to improving the health status of underserved and difficult to reach population

Key Competencies & Skills:

- Good Communication (verbal & written in English & Assamese);
- Ability to maintain confidentiality;
- Respect for all and ability to work with people and take the team along;
- Excellent project planning, management and organizational skills;
- Good Analytical & Problem solving ability;
- Decision making abilities and taking responsibility for decisions;
- Ability to take disciplined risks;
- Ability to lead initiative and develop networks;
- Strong ability to liaison;
- Excellent documentation and reporting skills;
- Financial acumen;
- Ability to use MS office effectively; Exposure to MS-projects will be an asset;
- Ability to use mobile apps for project management will be an added advantage;
- Interpersonal skills;
- Team work orientation;
- Ability to manage multiple competing priorities;
- Mentoring & coaching skills.

Other essential skills:

- Polite and respects colleagues;
- Self-driven, result oriented with a positive outlook;
- Should have a clear focus on high quality & sustainability;
- Should be reliable, tolerant, resilient & determined;
- Ability to build and maintain effective relationships, with the team, colleagues, members and external partners and supporters;
- Approachable, good listener, easy to talk to;
- Develops and encourages new and innovative solutions;
- Honest, encourages openness and transparency.

Professional Requirements

- Adhere to dress code, neat and clean appearance;
- Report to work on time and as scheduled;
- Maintain local, state and union regulatory requirements;
- Represent the organization in a positive and professional manner at all times;
- Comply with all organizational policies and standards;
- Communicate the mission, vision and values of the organization;
- Participate in performance improvement and continuous quality improvement activities;
- Attend staff meetings.

5) Job Title: Senior Manager-Finance (MMU Assam)

Location: Guwahati, Assam, Mobile Medical Unit

Remuneration: Salary will commensurate with experience of the candidate and past salary drawn

Key Roles and Responsibilities:

- Expert Knowledge of Accounting procedure and other auditing procedures to be followed in India as per the Indian Accounting Standards.
- Responsible for monitoring of the vehicles and should have good knowledge of cost management practices.
- Must have expert knowledge of preparation and presentation of financial statements of the project to the senior management team.
- Budget preparation and improvisation of budgetary control mechanism as per the project requirements and deliverables.
- Catering to reporting requirement of State NHM with the objective of ensuring Grants and funds received in time.
- Supportive supervision to finance team at state level and monitoring of the financial procedures keeping in mind the project deliverables committed.
- Establishment / strengthening of procurement systems across project.
- Apply auditing and accounting standards to project activities related to finance and admin.
- Timely compliance of all audit queries on receipt of report.
- Responsible for Liaisoning with the State NHM and also preparation & presentation related to budget, expenditure etc.
- Must have expert knowledge of Tally ERP 9, MS-Office, Excel etc.
- Authorization & verification of Bills, Vouchers & approval notes.
- To ensure that Statutory Compliances like Sales Tax, Service Tax, TDS & VAT etc. related to project are complied on time.
- Having good knowledge of procurement systems.
- Responsible for preparation of Utilization Certificates & Statement of Expenditures to be submitted to State NHM.
- Responsible for managing day to day accounting.
- To ensure that internal control systems are in place.
- Any other task assigned by the reporting manager as & when required.

Candidate Profile:

- A person should be a qualified **Chartered Accountant (CA)/ MBA finance**.
- Should have minimum 7 years relevant post qualification experience of which at least 3 years at the senior management level in the development sector.
- Programmatic in approach and professional in outlook.
- Possess strong leadership, interpersonal, communication, and administrative skills
- Be willing to travel extensively as required.

6) Job Title: Senior Manager- HR (MMU Assam)

Location: Guwahati, Assam

Remuneration: Salary will commensurate with experience of the candidate and past salary drawn

Key Roles and Responsibilities:

- Alignment of HR with core business of HLPPT to meet organization goals.
- Ensure effective formulation of HR policies and its implementation.
- To supervise and ensure timely recruitment and induction, training for all new employees.
- Getting the right people for the job. Retention of employees.
- Ensure adherence and orientation towards the performance management system across the organization.
- Identify training needs on the basis of the performance appraisal of the employees
- Engage employees in different training as identified both from internal sources as well as from external sources as and when required.
- Ensure payroll management, compensation, benefits and severance package on timely basis.

- Identify the key/critical positions in the State and ensure draft of and implement succession plan, grooming employees, creating a second line of leadership.
- Coordinate with other Function Heads to ensure development and implementation of customized Human Resource Process across the organization
- Person with experience of working in NGO/Social Services sector, Public Sector Unit, Trust are encouraged to apply.
- Performs any additional work as assigned by the management from time to time

Candidate Profile: (Competencies & Skills)

- Person with minimum 15 years of work experience in HR field and possess at least 5 years of experience in relevant field as Manager or Senior Manager.
- Qualification- Full time MBA in HR & IR from reputed institute.
- Should be well-versed with local dialect (oral & written).
- Able to provide good leadership and excellent communication skills (oral & written).
- Should possess strong interpersonal and people management skills.
- Ability to work in teams and be a role model.

7) Job Title: Senior Manager – IT (MMU-Assam)

Location: Guwahati, Assam, Mobile Medical Unit

Remuneration: Salary will commensurate with experience of the candidate and past salary drawn

Key Roles & Responsibilities:

Responsible for application of IT (information technology) services in various health programmes in the field for innovative service delivery and technical assistance. He/she should be able to:

- Alignment of IT with core business of HLPPT to meet organization goals.
- Conceptualize and implement innovative technology solutions in healthcare programs.
- Design and implement a robust IT enabled monitoring & evaluation system.
- Augmentation & Implementation of HMIS.

The candidate should have:

- (a) Sound knowledge of website management including design and implementation, optimum use of social media sites for wider publicity of the organisation adhering to IT guidelines and norms.
- (b) Sound knowledge & exposure to Project management practices in social development sector such as Program Analysis, Planning, Quality Management, Metrics, SLA, Forecasting, Estimating, Reporting, Team Management, People Management, Estimation, Planning, Risk Management etc.
- (c) Proficiency in handling project management activities including planning, tracking, leading and directing large teams delivering within the constraints of schedule, budget and resources.
- (d) Performs any additional work as assigned by the management from time to time

Candidate Profile (Key Competencies & Skills):

- **Qualification: Full time MBA (IT)/M.Tech/MCA/B.Tech/BCA** from a reputed institute
- **Work Experience:** 10-12 years in IT (information technology) & Innovations.
- Good interpersonal skills & communication skills (oral & written)
- Good leadership & team management skills.
- Good presentation skills.
- Pro-active & self starter
- Person with experience of working in NGO sector, Public Sector Unit, Trust are encouraged to apply.

8) Job Title: Senior Manager – Admin (MMU Assam)

Location: Guwahati-Assam, Mobile Medical Unit

Remuneration: Salary will commensurate with experience of the candidate and past salary drawn

Key Roles & Responsibilities:

- Ñ Well versed with Facility management and in vendor/s procurement & negotiations.
- Ñ Properties Rentals and electricity arrangements.
- Ñ Coordinating with all the Departments for their logistics and their arrangement.
- Ñ Experienced in travel arrangement on Pan India basis. Overseeing Ticketing.
- Ñ Vendor Management (Coordinating the all Vendor for the smooth operation). Keep regular check on Vendor like (House-keeping, Electrician, Plumber and stationary personnel and Coordinate with their supervisor for any issues).
- Ñ Maintaining store and well versed with store & dispatch principles like FIFO etc.
- Ñ Coordination for Office Equipment/ photocopier/ EPBAX, courier facilities and etc.
- Ñ Tie-ups and liaisoning with Hotels at local level.
- Ñ Manage entire end to end procurement process of goods and services.
- Ñ Responsible for procurement & logistic to all the projects offices based at Assam.
- Ñ Overall in-charge of requisitions, purchasing, forecasting, inventory, warehousing.
- Ñ Prepare and draft all the contracts & legal documents with supplier, vendors, contractors for purchase, services, maintenance, supply of goods etc

Performs any additional work as assigned by the management from time to time

Candidate Profile (Key Competencies & Skills):

- **Qualification:** Graduate/ Post Graduate with reputed institute.
- **Work Experience:** 5-10 years of relevant experience in development sector related to procurement, admin and vendor management.
- **Well versed with computer knowledge and documentation related work.**
- Good interpersonal skills & communication skills (oral & written)
- Well versed with local languages (oral & written) & geographical
- Good presentation skill.
- Pro-active & self starter

9) Job Title: Senior Manager – M&E (MMU Assam)

Location: Guwahati, Assam, Mobile Medical Unit

Remuneration: Salary will commensurate with experience of the candidate and past salary drawn

Key Roles & Responsibilities:

Development of Monitoring Tools

- Development of formats, field testing & Execution of formats, report generation and sharing the reports with stakeholders.
- Developing an internal MIS System for team.
- Developing Checklist for assessing the field operations.

Baseline Study and End line Study

- Baseline and End line Study by using qualitative and quantitative methods, and submission of final report to the stakeholders.
- Report generated on Situational Analysis and ensuring adaptation of appropriate mechanism for micro planning.

Capacity Building

- Capacity building of the team on Monitoring mechanisms and use of formats/checklist and its timely submission, compilation for report generation.
- Development of M&E Modules and its execution among stakeholders.
- Compilation of report of monitoring undertaken for CB activities of the project.
- Monitoring Visits to do necessary hand-holding of team.

Concurrent Monitoring

- Regular Monitoring of the field operations, generating reports, suggesting gaps, and sharing the report with the management.

Technical Support in Planning and Data Management activities

- Develop M&E systems; ensure its execution till the last level for its integration into CMIS.
- Compile the data form MIS periodically and provide data input for generating reports.
- Draw feedback from the MIS and circulate the same periodically among all concerned and support the project management team in making midcourse corrections.
- Performs any additional work as assigned by the management from time to time

Candidate Profile (Key Competencies & Skills):

- PG Social Science/ MBA/MSW/ Demography.
- Minimum **5-10** years of relevant work experience in Monitoring & Evaluation.
- Experience of working in Health/ Education Sector /Other similar sectors will be preferred.
- Willing to travel anywhere in India
- Excellent communication skills, Spoken and written English is essential.
- Excellent Presentation Skills, Computer Skills- MS-OFFICE (Microsoft Excel ,Word, Internet, Power Point) Statistical Package for Social Science (SPSS) & documentation skills.

***Pls. Note: Desired Professional Attributes for All Positions:**

- Polite and respectful to colleagues/stakeholders;
- Self-driven, result oriented with a positive outlook;
- Should have a clear focus on high quality & sustainability;
- Should be reliable, tolerant, resilient & determined;
- Adhere to dress code, neat and clean appearance;
- Report to work on time and as scheduled;
- Maintain local, state and union regulatory requirements;
- Represent the organization in a positive and professional manner at all times;
- Comply with all organizational policies and standards;
- Communicate the mission, vision and values of the organization;
- Participate in performance improvement and continuous quality improvement activities;
- Attend staff meetings

Pls. Note: Interested candidates should e-mail their detailed CV mentioning **Application for the post of** “_____” in the subject line of E-mail alongwith two references and expected salary **within 15days** from the date of publication of this advertisement at careers.assam@hfppt.org
Contact No.: 0120-4673600.