

A-11011/33/2009-NACO (A)
Government of India
Ministry of Health and Family Welfare
Department of AIDS Control
(National AIDS Control Organisation)

Applications are invited for the appointment of **Technical Officer (M&E)** in M&E division, Department of AIDS Control, New Delhi on contract basis.

Duties and responsibilities

- Ensure implementation of the Strategic Information Management System nationally
- Ensure quality and timely reporting from all states.
- Assist in developing monitoring and evaluation plans, formats and Operational Guidelines
- Assist in implementation of Data Quality Monitoring System
- Preparation of checklist for assessing the performance of key indicators.
- Perform on-sight data validations and data verification.
- Monitor and review the progress set for Annual Action Plan
- Providing technical assistance to SACS on implementation of SIMS and M& E activities
- Analyze the data regularly and give feedback to States for decision making.
- Maintains and updates the centralized database at DAC.
- Assist in preparation of SMIS annual report.
- Preparation of status note for implementation of National AIDS Control Programme
- Assist in preparation of Result Framework Document, Outcome Budget and Annual report
- Assist in preparation of presentation, reports and guidelines as and when required
- To liaise with programme divisions and state AIDS Control Societies for data requirements
- Any other work assigned by Senior Officers from time to time

Qualification and Experience

Essential:

1. Master Degree in Statistics, Economics, Demography or Public health.
2. Computer skills especially statistical analysis using SPSS, Excel, among others
3. Strong interpersonal skills coupled with excellent communication skills: verbal, written, listening, presentation and facilitation

Desirable:

1. Experience in programme monitoring and evaluation especially in Public Health and HIV/AIDS
2. Experience in data collection, analysis, management and/or presentation of data

Remuneration: Rs. 47,200/- per month Consolidated.

Duration: Initially the contract shall be for a period of one year. Subsequent re-contracting will be based on performance.

Age: Not more than 60 years

Interested candidates are encouraged to apply with an updated CV at the following email address **jobs.naco@gmail.com** with subject line “**Technical Officer (M&E)** with details as mentioned above.

The last date for submission of application is **24 February, 2014**