



Tata Institute of Social Sciences  
The Global Fund to fight AIDS TB & Malaria  
Round 7, HIV/AIDS Counselling Programme-*SAKSHAM*  
Sion-Trombay Road, Deonar  
Mumbai-400088

**Name of the Post:** Monitoring & Evaluation Officer (Research)

**No. of Post:** 01

**Location:** Mumbai

**Last Date:** December 20, 2013

**Email:** hr.gfatm1@gmail.com

**Remuneration CTC:** Rs 30, 000/-per month

Tata Institute of Social Sciences (TISS) is the Principal Recipient (PR) for ‘The Global Fund to fight AIDS, TB & Malaria, Round 7, HIV/AIDS Counselling Programme’-SAKSHAM. This project strives to strengthen human capacities of the national health system to undertake quality counselling for HIV and thereby support the HIV prevention, care and support objectives of the National AIDS Control Program (NACP), through measurable impact. For more information on *SAKSHAM*, kindly visit the website [www.tissgfatmr7.com](http://www.tissgfatmr7.com).

The Monitoring & Evaluation Officer (Research) will report to the Sr. Monitoring & Evaluation Manager, Saksham. The roles and responsibilities for the position are detailed as below:

- Work closely with Monitoring & Evaluation Officer (Technical) for verification of data and periodic reports of partner institutes
- Ensure timely submission of data by all programme partners
- Ensure availability of updated reports on e-MonitoR
- Cater to data needs of other programme units
- Undertake data analysis and data management and report writing
- Assist in planning research studies for programme evaluation
- Coordinate activities of partner institutes and all units at PR for implementation of research studies
- Any other work assigned by Supervisor(s)

**Qualifications:**

- M.Sc. (Statistics/Mathematics)/ MSW/ MPH/ MPS with strong analytical and report writing skills

**Essential Skills:**

- High proficiency in MS Excel
- Knowledge and experience of using of SPSS or Stata
- Very good knowledge of other Microsoft Office application (MS Word & MS PowerPoint)
- Experience in data analysis and report writing

**Desirable Skills:**

- Knowledge of MS Access or other DBMS/RDBMS will be an advantage.
- 2-4 years of research experience in field of HIV/AIDS and/or HIV/AIDS Counselling and/or Monitoring & Evaluation and/or Research

**Application Procedure**

Please send the following documents by e-mail to **hr.gfatm1@gmail.com** along with the following subject line as ‘**Monitoring & Evaluation Officer (Research)**’

1. **A Cover Letter**
2. **Curriculum Vitae with all relevant details**
3. **Your academic record and relevant testimonials**

**\*\*\*\*\*Only those short-listed for interview will be contacted.\*\*\*\*\***