

## **JOB DESCRIPTION**

### **ABOUT EKAM FOUNDATION**

Ekam foundation is an NGO actively working for the last 12 years in ensuring quality healthcare to the underprivileged children and mothers in India and facilitating their holistic well-being. The foundation was started on the basic premise that no child and individual should be denied the right to healthcare. Our programs bridge the gap between the public health centers/hospitals and community by making quality healthcare accessible to every person in the community.

### **BRIEF DESCRIPTION OF THE PROJECT**

The three-year Project seeks to strengthen the maternal and child healthcare in Thiruvallur District, Tamil Nadu. The project is taking a holistic approach of working with the Government Medical College Hospital Thiruvallur and community along with the strategic partners and stakeholders. The project seeks to supplement the overall development of mothers and children through training of the facility staff, creating a cadre of Mentor nurses and community health volunteers, providing lactation counseling and gynecological physiotherapy and tracking high-risk mothers and newborns admitted in SNCU.

**Location:** Thiruvallur, Tamil Nadu

**Reporting to:** Project Manager with technical reporting to M&E, Research team

**Position: Monitoring & Evaluation Officer – 1 Position**

#### **Specific Job Responsibilities:**

The M&E officer will support the project monitoring functions of the project and management of the MIS components. The major responsibilities include:

- Develop project M&E logical framework, robust M&E systems including formats/pre-post tests/assessment tools/templates and strategies for tracking the project targets in terms of quantitative and qualitative requirements.
- Train the field team on the data collection tools/formats, pilot the formats and finalize them.
- Develop the MIS/ data management system in an open-source software platform.
- Develop Program Data Quality Reviews process and templates for verifying the quality and improving data capture and reporting for the project
- Carryout Routine Data Quality Assurance (RDQA) and provide feedback to the implementation team. Regularly validate data quality and address and rectify data errors and gaps by orienting and coordinating with the project team.
- Regularly analyze and interpret the project data for evidence-based planning and strategy development. Suggest strategies to the Project Management for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks.
- Address any MIS related issues reported/identified in the implementation sites.

- Under the guidance of Research and M&E team, anchor the Baseline and Mid-line assessment of the project by coordinating with the Consultant for finalizing the assessment plan, formats/tools and the assessment modality, training of the investigators, line-listing of the beneficiaries and stakeholders, and field- level implementation of the assessment and its report.
- Maintain documentation related to M&E activities for program compliance including monthly and quarterly reports, meeting reports etc.
- Support in preparation of reports to be submitted to funding agency
- Providing technical support to the project field team as per requirement and time to time coordination with them for progress update
- Any other responsibility as relevant to project implementation assigned by immediate supervisor.

### **Qualifications, Experience and Skill-Set:**

- Postgraduate (MPH, MCH/Maternal and Child Health, or others) in Public health, Statistics, or allied fields and at least 2-5 years' experience in working on Monitoring and Evaluation components in public health
- Proven experience and expertise in monitoring and evaluation areas, M&E frameworks, data management systems/ methods, data analysis, data interpretation and data use
- Proven ability to train staff on M&E for evidence-based decision making
- Comprehensive and in-depth knowledge of public health data systems, both in terms of technical components and program implementation
- Experience in designing MIS on platforms like CommCare, CSPro, EpiInfo, etc and building interactive reports and dashboards on Google Data Studio, PowerBI etc
- Experience in and acumen in data analysis (using advanced Excel and preferably SPSS, STATA or other analytical software) and for use of data (statistical inference) for program improvement and strategy formulation
- Ability to work independently and as a team player in a complex, multicultural environment
- Excellent oratory, and written communication skills in English and preferably Tamil.
- Willingness to travel to the project implementation location and as per project requirements.
- Able to work in strict time lines and open to stretched working hours based on requirement

**Remuneration:** Based on your skills and experience in the field of MCH.

**Applicants are encouraged to apply at the earliest on or before 20th Jan 2023. Please share your resume and cover letter with the subject line: 'Thiruvallur MCH project- <enter designation applying for>' to the email id "liasioningprogrammanager@ekamoneness.org" and "ekamhrd@gmail.com"**