

12th December, 2019



KHPT invites applications from committed, compassionate and competent candidates for the following positions for its Medtronic Foundation funded Non communicable Disease (NCD) project which is implemented in Mysore district of Karnataka.

1. District Project officer: Position: 1, Mysore

Qualification, experience & Competencies:

- Master's degree in social work, sociology, public health and relevant discipline
- Minimum of 7-8 years of progressively responsible professional experience in NGO sector specifically with marginalized and vulnerable population in national development organization.
- Commitment to public health values specifically Non Communicable Diseases (NCD) related projects.
- Community centric attitude and skills, Commitment to quality work by self, by team
- Team management, partner management and relationship building skills at the district level
- Program management and capacity building
- Excellent written and oral communication skills in English and Local language
- Willingness and ability to travel extensively across Mysuru city.

Roles and Responsibilities:

- Assist core project team in intervention progress, reports on a regular basis.
- Work as a bridge between the field team and district office regarding all matters regarding to this project.
- Support in preparation of data collection tools, translation, and training of field staff. Plan and implement the training of the field teams.
- Oversee and review all aspects of fieldwork on a daily basis in coordination with the field staff.
- Assist in hiring field staff that includes field investigators and community facilitators.
- Prepare and establish timeframe for field work, materials required and road map for the entire duration of the assessment and intervention.
- Coordinate field work with local representatives'/community members, and help field team in building rapport with community leaders.
- Secure permission from local community leaders for data collection with help from local government staff.
- Work in close coordination with UPHC front-line workers (ANMs and ASHAs), medical officers and private doctors
- Plan the intervention that includes field visits, counselling, BCC campaigns and preparing and distributing IEC materials.

- Resolve administrative issues relating to travel, accommodation, behaviors of field teams, security issues etc. through appropriate channels.
- Resolve challenges and concerns from field team as well as from study participants.
- Supervise on field data entry into the Tablet and ensure data accuracy checking with the server at the central office.
- Ensure accuracy of data by cross-checking the measurements at the UPHC for sample of participants.
- Ensure regular follow- up and counselling are being provided to all priority study participants (especially those with diabetes or hypertension or those living with high level risk factors)
- Ensure continuous supply of medicines and logistics at the facility (UPHC and any other private facility) by coordinating with relevant authorities. Participate and present the progress during the review meetings organized by regional coordinator / central team.
- Conducts regular weekly meetings of the field staff for progress review and knowledge updation.
- Conducting periodical performance appraisal of the field staff and sharing the outcome with the line manager.

Salary: The salary for the position is as per market rate and negotiable which will be fixed based on qualification, relevant experience, interview performance.

Reporting: The Project officer will be reporting to the Deputy Director - Community Intervention, NCD Project, Mysore or person designated by him /her.

KHPT provides safe working environment for all its employees; follows the principle of equal opportunity and encourages women applicants. Physically challenged with required skills /knowledge and willing to travel are also encouraged to apply.

We will be following a systematic selection process to fill these positions based on experience, competency and suitability. Only short listed candidates will be invited for interview.

Above position(s) demand excellent communication interpersonal /computer skills and involves travel. Preferences will be given to candidates who have work experience in NCD related programmes in Government / INGOs /NGOs and local candidates with required experience and skill sets.

How to apply:

Interested candidates please apply using the prescribed **KHPT Application Format** and email it to jobs@khpt.org. Candidates can download the format by clicking on '[Application Format](#)' or visit www.khpt.org to download the format.

Also, candidates can apply using the '**Online KHPT Application**' Format by clicking on <http://www.khpt.org/get-involved/join-us/> or visit KHPT Vacancy page at www.khpt.org.

The application should reach on or before **25th December, 2019**.

Please note that completed applications in the prescribed format will help us in shortlisting.