30th January 2020

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.   Data Quality Supervisor : Position: 1, Mysore

Qualification, experience & Competencies: .
- Degree or Postgraduate degree, preferably in social sciences.
- Knowledge of computer applications, like MS Excel and MS Word, is required.
- 2-3 years of experience in conducting surveys; experience and understanding of the Indian health system and NCD programs would be an added advantage.
- Must be able to write and speak in Kannada and English.
- Good leadership skills with abilities to work with multi-disciplinary teams.

Roles and Responsibilities:
- Ensure the quality of routine program monitoring data through periodic data quality audits.
- Facilitate timely data collection at the field level.
- Undertake field visits with field investigators in assessing barriers while documenting the various outreach tools and formats.
- Provide continuous feedback to the field team and discuss the program gap with the field and district team.
- Liaise with the Central M&E team and provide support in conducting research and evaluation studies.
- Any other work assigned by M&E Manager, NCD project.

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

Reporting: The Data Quality Supervisor will be reporting to the Project officer – NCD Project, Mysore or person designated by him /her.

KHPT provides a 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, competence and suitability. Only shortlisted candidates will be invited for an 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 skillsets.

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 the KHPT Vacancy page at www.khpt.org.

The application should reach on or before **10th February, 2020.**

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