

6th January, 2017



India Health Action Trust (IHAT) aims at improving public health initiatives by supporting programs nationally and globally through providing comprehensive technical assistance in program planning, management and monitoring. IHAT has set up a Technical Support Unit (TSU) for the Government of Uttar Pradesh to provide techno-managerial assistance to improve the coverage of key reproductive, maternal, newborn, child health and nutrition (RMNCHA+) interventions and services in the state of Uttar Pradesh with funding support from Bill & Melinda Gate Foundation (BMGF) through University of Manitoba (UOM), Canada.

IHAT invites applications for the following position from competent and committed development professionals who are seeking meaningful and challenging assignments in TSU of Uttar Pradesh.

- 1. Deputy Director –Monitoring & Evaluation:**
Position: 1, Lucknow

Job Title	Deputy Director - M&E
Number of positions	One
Project	TSU – UP
Location	Lucknow

Purpose of the Position:

The Deputy Director, M&E is responsible for providing leadership to a number of community and facility based sample surveys, takes proactive steps in establishing survey system within the government M&E system and inclusion of survey results in decision making process of the government. The position will also be responsible for establishing data system and improving the data quality and use of different government data system such as RCH, HMIS/MCTS, UPHMIS, HRIS, LMIS etc. The position will provide leadership in integrating different data source and facilitate dashboard based decision making at different government review platforms at state, division, district and blocks.

Qualification: PhD/MPhil in Statistics/Demography/Economics/Mathematics and other social sciences.

Experience: At least 12 years of relevant experiences in similar work.

Key responsibilities

- Provide leadership in setting up the M&E system and ensure it is being implemented effectively.
- Develop the overall framework for project M&E, including, process monitoring, operations monitoring, annual project reviews and lessons-learned workshops.
- Guide the process for identifying the key performance questions and parameters for monitoring project performance and comparing it to targets. Design the format for such performance reports.
- Clarify the core information needs of central project management, the steering committee, funding agencies and other stakeholders.
- Design and implement data quality and data use surveys to identify gaps in the data system and implement mitigation plan to improve data use and data quality.
- Provide leadership in design and implementation of different community and facility based trials and pilots such as CRCT and quasi experimental design
- Disseminate findings through systematic mechanism and ensure use of survey data in government decision making process at state, division, district and block level
- Develop an integrated and relational data system following defined data standard
- Establishing data driven decision making process using survey and other government data through design and implementation of different data visualization IT tools and dashboards
- Provide support to GoUP at different level to strengthen RCH/HMIS/UPHMIS /MCTS system in terms identifying major gaps, provide solutions and provide support in rolling out activities to strengthen Govt's HMIS and MCTS
- Provide support to GoUPs capacity building and system strengthening activities for HMIS/MCTS
- Guide analysis of different types of data using advance statistical methods for identifying data quality issues, program opportunity gaps
- Prepare process documentation of different process that is adopted by the TSU to improve the quality and use of survey and government data

- Collaborate with Research & survey state specialists and program monitoring specialist to triangulate HMIS/MCTS data with other concurrent monitoring data (CBTS, ETT and case sheet)
- Identify other M&E staff that the project needs to contract. Guide recruitment.
- Recruit, guide and supervise organizations that are contracted to implement special surveys and studies required for evaluating project effects and impacts.
- Ensure that all service provider contracts include specifications for the internal monitoring required of them, the reporting systems and the penalties for failure to report as specified.
- Develop a plan for project-related capacity-building on M&E and for any computer-based support that may be required.
- Organize and undertake training with stakeholders, including primary stakeholders, in M&E skills, including participatory aspects.

Technical Skills

- Able to design and implement M&E methods and approaches (including quantitative, qualitative and participatory);
- Able to conceptualize analysis framework using different primary and secondary data including internal and external survey data such as CBTS, NFHS and government data HMIS/MCTS
- Proficient in data analysis using STATA, MS Excel, R and other statistical packages. Able to conduct GIS based analysis using Q-GIS
- Proficient in process documentation in English
- Able to manage large team for survey and government data system
- Able to conduct sampling and statistical analysis using advance techniques
- Experienced in analyzing large scale data sets such as DHS/NFHS
- Proficient in design and implementation of mobile/tablet based data collection and data visualization tools

Interpersonal/organizational skills

- The position requires proven leadership qualities, personnel and team management (including mediation and conflict resolution)
- This position entails close communication with different stakeholders involved in the program, including the core project and partner M&E staff; government; the project director/s, external M&E and field staff when appropriate.
- Consult Senior Technical Advisor/s when making decisions, including consultations with partners and primary stakeholders, when it comes to consensus on methodology and on analysis of the implications of M&E data.
- Guide the regular sharing of the outputs of M&E findings with project staff, implementing partners and government stakeholders.
- Make regular reports to the project leaderships, highlighting areas of concern and preparing the documentation for review at meetings.
- Check that monitoring data are discussed in the appropriate forum and in a timely fashion in terms of implications for future action. If necessary, create such discussion forums to fill any gaps.

- Participate in external missions and facilitate mission team members' access to M&E data and to stakeholders.
- Attitude towards learning and bringing new ideas & solutions to the organization

IHAT 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 this position based on experience, competency, suitability, aptitude to work with MNCH interventions and in-depth project knowledge. Only short listed candidates will be invited for interview.

Above position demand excellent communication interpersonal /computer skills and involves sometime travel within Uttar Pradesh / district locations. Preferences will be given to candidates who have work experience with MNCH and Nutrition Intervention in Government / INGOs /NGOs and local candidates with required experience and skill sets.

How to apply:

Interested candidates please apply using the ‘**Online IHAT Application**’ **Format** by clicking on <http://ihat.in/vacancies/ihat-up-tsu/> or visit IHAT Vacancy page at www.ihat.in The application should reach on or before **23rd January 2017.**

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