

Terms of Reference
Technical Officer (Monitoring and Evaluation) (CTD)

National Health Systems Resource Centre (NHSRC), New Delhi on behalf of Ministry of Health & Family Welfare (MoHFW) is seeking applications from qualified candidates for the above mentioned post purely on contractual basis.

Responsibilities:

1. To assist in planning, scheduling and coordinating Central level Internal Evaluations.
2. To follow up timely state level internal evaluations, compile findings of evaluation reports and action taken reports.
3. To handle day to day correspondence at Central TB Division pertaining to national/state/Zonal/district level evaluations and reviews
4. Follow up of Supervision & Monitoring activities at the state/district levels and to follow on compliance of earlier evaluations
5. To follow up data triangulation at the source (TU) and district level.
6. To prepare periodic reports on the Monitoring and Evaluation.
7. To assist in coordination & compilation of feedback for updating Supervision & Monitoring strategy and program evaluation guidelines.
8. To work in collaboration with Technical Officers of other thematic areas of the program on cross cutting issues.
9. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action.
10. To facilitate trainings of state/district program managers on S&M strategy.
11. To assist in preparing schedules, priority areas, timelines and targets for national reviews.
12. To pursue state and district level program reviews and collect and file the minutes of state/district level reviews.
13. To track the interstate cross border meetings, pursue minutes and actions taken.
14. To pursue CTD's participation in state level program reviews.
15. To organize and schedule partnership project reviews in coordination with the Technical Officer (PPP).
16. To keep track of schedules and prepare minutes of meetings within CTD and ensure compliance to Action Taken Report
17. To provide information to participants of CTD meetings on schedules, revisions, agenda, supportive data and meeting policies and procedures.
18. Any other job assigned as per programme need

Essential Qualification / Requirements

MBBS or equivalent degree from institution recognized by Medical council of India; must have completed compulsory rotatory internship

Preferential Qualification/Skills

1. Five years of work experience in relevant field
2. Diploma / MD Public Health / Community Health Administration (CHA)/ Tuberculosis & Chest diseases.
3. Working knowledge of computers

Reporting

The overall In charge of Technical Officer (Monitoring and Evaluation) would be the ADDG-TB.

Age

Up to 65 years as on last date for receiving application and ready to travel extensively.

Remuneration

Remuneration Range: Between Rs. 90,000/- to Rs. 1, 30,000/- per month

To Apply:

Candidates are requested to download the application form attached with the TOR, which is uploaded on the NHSRC website and email the duly filled application form to recruitments.ctb@gmail.com only by **29-Nov-2019**. Application submitted in other format will not be accepted. Please ensure to mention post applied for on the application form, without which the application form will not be accepted.