

Associate Monitoring Manager - Karnataka

JOB TYPE: Full Time

LOCATION: Bengaluru, Karnataka

TEAM: Monitoring

WHO WE ARE

The Organisation improves outcomes and strengthens health systems in India by promoting innovative healthcare practices and skills among patients and their families. In collaboration with healthcare institutions and the government, The Organisation provides healthcare training and actionable skill building to patients and family caregivers on health behaviors and information.

POSITION SUMMARY

The Associate Monitoring Manager will support the Monitoring Team in implementing monitoring and evaluation (M&E) activities. This role will assist in data collection, management, and reporting to ensure that Noora Health's programs are effectively monitored and evaluated.

WHAT YOU WILL DO

- Monitor the Care Companion Program (CCP) progress and identify gaps.
- Share feedback on location-specific CCP progress.
- Ensure accurate and timely data entry and management.
- Support the maintenance of data quality through regular checks and audits.
- Manage large-scale data received from hospitals and assist in analyzing data to track program performance and outcomes.
- Conduct data extraction, analysis, and reporting using visualization and reporting tools to define and develop a data dashboard.
- Work with multiple data streams present in the organization for reporting purposes.
- Travel to all districts and sub-district hospitals of the state to support data collection and verification processes.
- Contribute to the preparation of monitoring reports and presentations.
- Support the communication of monitoring findings to internal and external stakeholders.
- Establish a mechanism and periodically share generated data with the monitoring and program delivery team.
- Responsible for reporting according to the developed monitoring system with monthly, quarterly, and annual reports covering key CCP yearly targets.
- Collaborate with program teams to gather necessary information for monitoring purposes.
- Work closely and in coordination with the central monitoring and State program delivery teams.
- Help in developing and piloting monitoring tools and frameworks.
- Periodically assess the project with ongoing monitoring of key project outcomes, outputs, and activities.
- Develop technical tools and data infrastructure for successful continuous quality monitoring.
- Streamline data collection processes from Survey CTO, especially when it comes to CCP quality assessment tools.
- Provide administrative support to the Monitoring Team, including scheduling meetings and organizing documentation.
- Assist in the coordination of monitoring activities.
- Participate in training sessions on monitoring and evaluation methodologies and tools.
- Stay updated with best practices in monitoring and evaluation.

WHAT WE ARE LOOKING FOR

- Bachelor's degree or postgraduate in Public Health, Population Studies, Social Sciences, Statistics, or a related field with minimum 3 years of relevant professional experience.
- Experience in the monitoring and evaluation field, handling large-scale data, data management, and analytical skills.
- Good understanding of M&E concepts and methodologies.
- Work experience in public health projects.
- Hands-on experience with popular data visualization tools like Tableau, PowerBI, Looker e.t.c.
- Experience in managing a team.
- Proficiency in Google Suite, and Microsoft Office Suite, particularly Excel and Spreadsheets.
- Strong organizational and time management skills.
- Ability to work effectively in a team and with diverse stakeholders.
- Good communication and interpersonal skills. Ability to speak, read, and write in Kannada and English.
- Fluency in English; knowledge of local languages is an advantage.
- Ability to quickly learn new tools/techniques for data analysis, if required.
- Strong ownership and ability to collaborate with multiple teams to deliver output.
- Ability to work with minimal supervision, while also proactively and regularly communicating progress updates and bottlenecks requiring attention or support from leadership.
- Action-oriented, flexible approach and problem-solver, with an ability to manage multiple competing deadlines.
- Ability to work with uncertainty and rapidly adapt to changes.

Interested candidate please share your cv at:

contact@pmspl.net.in