

Job Title:	Program and Data Associate
Organization:	IPE Global Limited
Job Location:	Assam and Chhattisgarh
Reporting to	State Technical Advisor
Last Date	June 25, 2018
Apply to	Candidates interested in the position are requested to email their updated CV on hr-rmnch@ipeglobal.com along with name of the position clearly mentioned in the subject line.
About IPE Global	<p>IPE Global Limited is an international development consulting group providing expert technical assistance and solutions for equitable development and sustainable growth in developing countries. The group's areas of expertise includes Health, Nutrition and Water, Sanitation & Hygiene (WASH), Urban Development, Education and Skills Development, Infrastructure and Engineering Development, Private Sector Development, Tourism Heritage and Conservation, Environment and Climate Change, Agriculture Development, Forest Governance, Social and Economic Empowerment, Governance, Grant and Fund Management, Economic & Public Financial Management, Monitoring, Evaluation and Learning and Information Technology & e-Governance.</p> <p>We are an ISO 9001:2015 certified and CMMI® Level 3 company. Over the last 17 years, IPE Global has successfully implemented over 700 projects in over 100 countries, across 5 major continents. IPE Global has 800 full time professional staff and over 1000 empanelled consultants working on various projects across the globe, in different locations. The group partners with multilateral & bilateral agencies, governments, corporates, and not-for-profit entities in anchoring development agenda for sustained and equitable growth.</p> <p>For more details, please visit www.ipeglobal.com</p>
About the Project	<p>Project: VRIDDHI (Scaling up RMNCH+A Interventions Project) Program Area 5: Scaling Up Interventions in Reproductive, Maternal, Neonatal, Child and Adolescent Health</p> <p>Vriddhi (Scaling up RMNCHA Interventions Project) is USAID's flagship project being implemented by IPE Global Limited. The project is designed for providing techno-managerial support to the Ministry of Health and Family Welfare (MOHFW), Government of India (GOI) at the national level and to the state governments in 30 states to support planning and monitoring of RMNCH+A interventions in 184 High Priority Districts (HPD) of the country. In its first phase the project provided focused techno-managerial support to six USAID focus states, viz. Delhi, Haryana, Himachal Pradesh, Jharkhand, Punjab and Uttarakhand . With the overarching purpose to transform health systems and greater adoption of RMNCH+A best practices across the country, USAID intends to scale up VRIDDHI's learnings to other high burden states of India which include Assam, Chhattisgarh and Odisha. In the next phase which extends till May 2020, within the overall framework of RMNCH+A, VRIDDHI will be providing focused technical assistance to the national government and the state governments to roll out and implement the recently launched Labour Room Quality Improvement Initiative "LaQshya" and also for strengthening functioning of First Referral Units (FRUs) along with the support to strengthen specific components of the health system.</p>

Job Description	<p>Key Job Responsibilities:</p> <ul style="list-style-type: none"> • Compilation of various reports such as weekly report, monthly report, and planned activity reports etc. and other project related reports from the district and state level • Process data from the HMIS portal and prepare various reports as & when required by the team • Support/coordinate/carry out data collection, data entry, data management, analysis and communication of data to multiple stakeholders, when required • Assist the team in the analysis of HMIS & other data • Assist analysis of program implementation data for improving quality of reported data and to enhance data use for program planning and monitoring • Provide admin and finance support for the smooth conduct of project meetings, events & workshops • Processing and preparation of statement of claims of the activities being conducted by the team members • Selection of vendors for facilitation of vendor dependent events in compliance of financial requirement of the project • Guide team members on organizational policies and procedures • Maintain database of trainings and meetings and other events at the state and district levels • Any other task as and when assigned by the supervisor
Qualification & Experience	<ul style="list-style-type: none"> • Graduate with degree/diploma in Data Management & Analysis • Minimum 5 years of professional work experience in Public Health, capacity building of health sector programmes • Knowledge of donor supported projects (preferably USAID will be a definite plus) • Should have experience of performing M&E activities at state office level or part of national team • Should have experience in providing support in administration and finance to state or national office
Essential Skills & Competencies	<ul style="list-style-type: none"> • Good knowledge of qualitative and quantitative M&E practices • Skills in the management of handling data, including development and implementation of monitoring systems for health sector interventions • Sound knowledge of HMIS and use it for analytical purposes • Good presentation, communication, and negotiation skills • Ability to adapt to diverse educational and cultural backgrounds and maintain a high standard of personal conduct • Experience in dealing with vendors and vendor hiring process • Experience in preparing and submission of routine bills and invoices etc. to national office
<p>IPE Global is committed to using fair, objective and positive employment practices to promote equal opportunities and diversity in employment, ensuring that all employees including potential employees are treated fairly, consistently and with respect, before, during and after, their employment. We seek to create an environment that is representative of, and responsive to, different groups.</p> <p>Only shortlisted candidates will be contacted.</p>	