Position: Technical Advisor - M&E
Number of Positions: 01
Organisation: International Union Against Tuberculosis and Lung Disease (The Union)
Location: The Union South-East Office, New Delhi
Duration: Initial for 12 months, with an option for renewal.
Travel: As necessary (up to 25% of time)

About The Union:

The mission of the International Union Against Tuberculosis and Lung Disease (The Union) is to bring innovation, expertise, solutions and support to address health challenges in low- and middle-income populations. Founded in 1920, The Union today is both a non-profit institute with five scientific departments and several offices worldwide and a federation of close to 3,000 organisations and individuals who are committed to the same goals. Its scientific departments focus on tuberculosis, HIV, lung health and non-communicable diseases, tobacco control and research; and each engages in research, provides technical assistance and offers training and other capacity-building activities leading to health solutions for the poor. www.theunion.org

Our Mission: The Union brings innovation, expertise, solutions and support to address health challenges in low- and middle-income populations.

Our Vision: Health solutions for the poor.

Our Values:
Quality...we deliver our services and products to the highest possible standards.
Accountability...we are responsible stewards of resources and deliver on our commitments.
Independence...we maintain the freedom to pursue innovation and are guided by the best evidence to improve the health of the poor.
Solidarity...we stand together as one Union to overcome the greatest challenges to improve health among the communities we serve.

The Position:

The Union has been actively in operational research capacity building since several years and has been conducting national and international courses in operational research in low and middle income countries. The model, now known as ‘SORT IT (Structured Operational Research and Training Initiative)’ by WHO-TDR is being scaled-up globally. To further this vision in India and Asia in the next five years, The Union is seeking qualified local candidates for the position of Technical Advisor - M&E at the South-East Asia Regional office based at New Delhi.
Purpose:

The Technical Advisor - M&E will support the Centre in maintaining and strengthening the OR alumni network, maintaining records related to OR courses, the OR fellowship programme and all publications from the Centre, track course milestones and outputs and compile data to prepare quarterly and annual reports, as per donor requirements. He/she will also lead on the setting up of a comprehensive data base reflecting all outputs from the Centre. S/he will provide assistance and support to the Project Director in project planning, management, and development and execution of project goals and objectives by providing requisite data, and will ensure with the Project Director that project activities are implemented and monitored in a timely manner.

Specific responsibilities

1. S/he will develop, maintain and update an electronic database of all SORT IT courses, all course participants, completion of milestones and publications of their papers.
2. S/he will develop, maintain and update an electronic database of all OR Fellows, their outputs in terms of projects undertaken, projects completed, papers submitted, papers published, OR courses facilitated at, conferences attended with presentations / abstracts and peer review of articles for scientific journals.
3. S/he will follow-up with the course alumni and OR fellows to assess the impact of the research on policy and practice at 18 months and 36 months after completion of research.
4. S/he will follow-up with the course alumni after the course to assess if they continue to conduct, publish and teach operational research.
5. S/he will follow up with course alumni of short courses in terms of course metrics and post-course metrics.
6. S/he will track and maintain a dynamic up to date record of all the publications from COR along with pdf copies of these publications integrated into an electronic reference manager database.
7. S/he will compile the data as required (by donors and the project director) and prepare quarterly and annual reports in the prescribed formats.
8. S/he will prepare and update presentations related to the project and its outputs, outcomes and impact as per the log-frame and theory of change agreed with the donor.
9. Strengthen the Operational Research Alumni network which includes
   a. Technical aspects of the platform
      i. Trouble-shoot questions from network members.
      ii. Revise periodically the FAQ (frequently asked question) page.
   b. Recruitment and retention of members
      i. Facilitate the creation of a new group for each new Union-led course;
      ii. Engage in discussion about whether other types of people should be able to see parts of the site eg donors, academic institutions.
   c. Content creation and management, and ensuring dynamic nature of network
      i. Organise update of homepage each week by changing, for example, the featured blogs, profiles, videos, groups.
      ii. See whether there are other websites, online databases or any other online resources we should be linking to.
   d. Community management
      i. Check that members are following the community code of conduct and mediate/manage any violations
      ii. Encourage participation from inactive members.
e. Monitoring and evaluation
   i. Set up the statistic monitoring system and report on a quarterly basis the indicators related to use of OR network.
   ii. Develop a way to collect, respond to and analyse member feedback.
   iii. Publish a paper using data on 2 years of activity of the OR network.

f. Advocacy and strategic links with partners involved in SORT IT
   i. Communication with focal points in partner organisations, principally MSF, about how ongoing development of the OR Network.
   ii. Write about the OR Network for documents such activity reports, brochures about OR, press releases, power point presentations; any extra donor requirements.

10. Perform any other activities as required by the Project Director, Project Administrator and Regional Director, The Union South-East Asia Office.

Qualifications and Experience:

- Applicants must possess MBBS and MPH/MD (preferably Community Medicine or Preventive and Social Medicine) and/or equivalent.
- Work experience in a research institution or a medical college or any public health programme is preferred.
- Experience in communications is desirable.
- Must be a self-driven individual with a strong sense of initiative.
- Work effectively within a team environment throughout the development life cycle.
- Good interpersonal skills including problem solving and leadership abilities.
- Excellent verbal and written communication skills.
- Strong skills in using computers (proficient in MS office applications and other statistical analysis software)

Compensation offered:
The gross remuneration budgeted for this position is attractive. Offers shall be commensurate with the qualifications, experience and salary history, of the selected candidate.

How to apply:
Interested candidates must send their latest resume/CV, cover letter and remuneration expectations latest by 31 May 2017 to careers.chrpl@gmail.com indicating the position applied for in the subject line.

The Union is an equal opportunity employer. Qualified women candidates are encouraged to apply.

Please note that only short-listed candidates will be contacted.