

Vacancy for the Position of Monitoring and Evaluation Officer

National AIDS Control Organisation Invites application for the post of Monitoring & Evaluation Officer under National AIDS Control Programme-III for working at State AIDS Control Societies at Panchkula (Haryana) and Bhopal (Madhya Pradesh).

Job Description:

- Assist development of the M&E plan for the state.
- Ensure quality and timely reporting from all units in the state.
- Ensure functional Computerized MIS in State.
- Perform on-sight data validations and data verification.
- Analyze the data regularly and give feedback for decision making.
- Assist in preparation of quarterly and annual reports for SACS.
- Participate and support other survey, research studies and surveillance as and when needed.
- Assist in development of training plans and curriculum for CMIS/M&E and its organization.

Qualification & Experience:

- Post Graduate in Statistics or related subject with specialization in Demography/Bio-statistics/Operations Research/Sampling.
- Advance degree/diploma or a post graduate course in Computers from an institute of repute.
- Minimum 2-3 years experience of working in a field of monitoring of projects preferably in the field of health or social development/handling data and analysis and working on computerized databases and analysis software.
- Knowledge of local language.

Age : Below 45 Years

Remuneration : Rs. 20,000 to 25,000 (pre-revised) based on qualification and experience.

Eligible candidate may send Application by email at the following email address
jobs.naco@gmail.com
with the subject line

“Application for the post of Monitoring & Evaluation Officer at Haryana SACS”

OR

“Application for the post of Monitoring & Evaluation Officer at Madhya Pradesh SACS”

The last date for submission of application will be **19th January, 2010**.