

**Job Description: Monitoring & Evaluation Manager**

<b>Position</b>	Monitoring & Evaluation Manager
<b>No. of Post</b>	1 (UR)
<b>Location</b>	Office of State Health Agency, AB-PMJAY, Bihar, Patna

**Eligibility Criteria**

**Age:** Maximum 45 years as on 1 July 2020

**Qualification:**

MBA in any discipline from UGC/AICTE recognized university/institute/ BTech (IT)/MCA from any UGC/AICTE recognized university/institute.

**Essential Experience:**

Minimum 5 years of relevant experience in government sector out of which atleast 2 Years experience in data handling and M&E at state/district level. Candidates are required to submit experience certificate from the concerned authorities.

**Purpose of Assignment:**

To develop and implement monitoring and evaluations plans consistent with program design; design and implement data collection systems; collect and analyze quantitative and qualitative data; conduct timely assessments and evaluations; and contribute to SHA reports as required.

**Summary of Roles and Responsibilities:**

- Monitor different activities of the scheme such as functioning of SHA, hospitals, field personnel, monitoring achievement of goals etc.
- Organize routine, periodical and surveillance visits to all the entities participating in the scheme to ensure that all processes are running as per defined standards
- Develop and coordinate risk and control assessment programs, fraud triggers and business intelligence tools in collaboration with the IT and medical management teams
- Identify the bottlenecks in implementation, export and analyse data and provide feedback on the scheme implementation.
- Socio- economic impact survey among the beneficiaries / community, cost of health/ burden reduced etc. Systemic alliance with Operations, Finance, Legal, Grievance to track all round progress and feed to other units on performance.
- Implement the monitoring system and generating regular quality data from the field.
- Use of data and information from M&E system for real time decision making to improve the scheme implementation
- Design and implement feedback forms including in local vernacular ascertaining awareness, utilization of benefits by beneficiaries and healthcare outcomes
- Facilitate baseline survey and impact assessment by the organization as and when needed
- Report to the Chief Executive Officer on all exceptional findings and provide routine dashboard support
- Produce regular progress and monitoring reports for district counterparts and ensure regular and systematic feedback loops
- Undertake any additional responsibilities given by the State Health Agency.

**Desirable skills:**

- Strong analytical skills and advance IT skills for making attractive presentations.
- Managing large scale technology implementation in government system, knowledge on working on statistical software package and handling of voluminous data. Ability to operate effectively with people at all levels
- Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point/ Office suites, internet and other relevant technologies.
- Excellent Communication & Presentation Skills, sound comprehension, analytical and interpersonal abilities, excellent oral and written communication skills in English and Hindi
- Confidentiality, Dependability, Client Confidentiality

**Salary (Cost to the Organization):** INR 75,000/- per month

  
1/19/2020