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Introduction

KHPT is a not-for-profit charitable entity that spearheads focused initiatives to improve the health and wellbeing of communities in India. In 2003, KHPT was founded with a mission to enhance the health and wellbeing of vulnerable communities and our journey started with the focus on reducing the prevalence of HIV in Karnataka, specifically among most at-risk populations. These interventions were evidence-driven, systematically planned, rigorously implemented, and monitored. We succeeded in scaling impact well beyond Karnataka and KHPT became a learning site for innovative approaches. We work primarily in the fields of Maternal, Neonatal & Child Health (MNCH), Tuberculosis (TB), Adolescent Health (AH), and Comprehensive Primary Health Care (CPHC).

KHPT is seeking application for the following positions.

Technical Support Coordinator-Grama Arogya

Positions: 1

Location: Belagavi, Karnataka

Qualification, Skills & Competencies

- A Master's degree in social work, social sciences, public health is essential.
- 3-4 years of experience in working with the government programs, counterparts, and systems.
- Experience in undertaking/developing trainings for PRIs on Health/Grama Arogya.
- Strong liaison skills and ability to engage with district and block-level officials, and other stakeholders to achieve program objectives.
- Strong written and oral communication skills, ability to multitask and excellent organizational skills.
- Ability and willingness to travel extensively; up to 70–80% of his/her time.
- Proficiency in computers - Microsoft Office Suite including Word, Excel, and PowerPoint.

Roles and Responsibilities

- Engage and build effective relationships with Government like CEO, DHO, DD WCD DTO, DSO and other relevant officers at the District Level.
- Assist assigned districts in organise trainings and capacity building of GPs/GPTFs and front-line workers on project activities in collaboration with RDPR and SIRD.
- Coordinate/liason with district, and taluka RDPR officials/dept to engage/converge with other allied departments such as Health and WCD for the effective implementation of the program.
- Closely work with Nodal Officers of RDPR to implement, and strengthen the sustainability process of Grama Arogya program.
- Support the District Authorities in preparing the District Plans and provide technical support in developing strategies to implement the program in the district.

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- Facilitate strengthening GPTF to take accountability for GA activities by advocating with ZP officials.
- Facilitate the process of coordination meetings with RDPR, local community-based groups, government entities, CSOs, and beneficiaries for GA project implementation.
- Attend the GA components-related meetings at district and taluk levels to improve the quality of the program.
- Advocate to facilitate the process of involving GPTF members, GP elected representatives, SHG women and supporting the GA program
- Ensure field visits to the assigned Village/GPs/TPs/ZPs and other Department offices in the districts
- Support providing consumables to NCD Camps, Reporting format books and reporting in Panchathantra 02 through advocating with ZPs.
- Support the Nodal Officers in facilitating the implementation of planned activities, preparation of progress reports, PPTs, and regular monitoring of project activities.
- Assist in creating a platform for learning and documenting case studies, and best practices.
- Maintain excellent working relations with the RDPR team and project stakeholders.
- Share the regular report with the concerned officials of Govt. and KHPT
- Ensure the documentation and reporting at the district level and ensure the same is updated to the KHPT team on a weekly/monthly basis.
- Ensure the events at the district/taluk level supporting the GA interventions/campaigns
- Support the survey/study/evaluation teams at the districts
- Act as a communication channel between KHPT State lead/ Zonal Lead and the Zilla Panchayat Will ensure the coordination with respective Zilla Panchayats and Taluk Panchayats with respect of the GA Program
- Understand the reasons for the non-performance of districts and Taluks assigned and suggest suitable measures to improve the performance.
- Support Districts and Talukas CEO/EOs to conduct regular review meetings for the effective implementation of Programme.
- Assist in timely facilitation of key directives/orders/letters sent from state pertaining to the execution of the programme.
- Support Districts in analysing data, developing dashboards, and generating relevant graphs and information from the program data.
- Document project best practices, knowledge management and sharing the same in different forums as appropriate in consultation with reporting line.
- Attending/conduct coordination meetings with Line departments (District) for the support required for Grama Arogya.
- As required, participate in relevant technical advisory/working groups and professional forums at district and talukas.
- Facilitate the visit of project officials to districts towards reviewing project progress/exposure visits etc
- Maintain a compendium/repository of all the resource materials developed in the state with project support. Assist in creating a platform for learning and documenting case studies, and best practices.
- Ensure regular knowledge management of all program documents, including photos, documents, videos, reports, presentations, concept notes, government letters, event reports, IEC materials, etc.

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- Work closely with Sphoorthi, TB, and any other related project teams of KHPT at districts and bring internal convergence models.
- Perform other activities, as assigned by the reporting Manager to achieve organizational and project goals.

Geography to be covered :

- Each DL/Technical Officer need to cover 2 – 3 districts depending on the no of Gram Panchayaths each district.

Reporting

Technical Support Coordinator need to be functionally and administratively to report to Divisional Lead of his respective division. With regards to day to day work he /she need to be report/appraise to CEO of concerned district.

Remuneration

The remuneration for the above positions will be fixed in line with internal policies and market standards which will be set based on qualification, relevant experience, budget availability and interview performance.

KHPT provides a safe working environment for all its employees; follows the principle of equal opportunity and encourages women applicants to apply. Also, individuals who are physically challenged with the required skills /knowledge and who are willing to travel are also encouraged to apply.

KHPT will be following a systematic selection process to fill this position based on experience, competency, suitability, aptitude to work with our health programs, and in-depth knowledge of the thematic areas we work in. Only shortlisted candidates will be invited for an interview.

The above position demands excellent communication, interpersonal, and computer skills and also involves travel. Preference will be given to candidates who have work experience in the relevant field and local candidates with the required experience and skillsets.

How to apply

Prospective candidates should submit their applications by clicking the "Apply Online" button next to the relevant vacancy on our current openings page at <https://www.khpt.org/work-with-us/>.

The deadline for submissions is 12th May, 2024.