

VACANCY NOTICE

Publish Date: 28th September, 2026

Project Name: Facility-based Intensified TB Case Finding Project

Position Code: IIPHG/REC/2026-27/119

Position Title: District Monitoring & Evaluation (M&E) Officer

No. of Posts: 02 (Two)

Duration of Position: 05 Months

Location: Project Facilities in Ahmedabad and Aravalli districts, with travel to other participating facilities and IIPHG, Gandhinagar, as required

Brief on the Organization:

Indian Institute of Public Health Gandhinagar (IIPHG) is a University established under IIPHG Act, 2015 of Gujarat State. It offers courses in the field of Public Health. It also undertakes various research projects in the field of Public Health. The university is established by Public Health Foundation of India (PHFI) with support from the Government of Gujarat, Department of Health & Family Welfare.

Project Brief

IIPHG proposes to implement a Facility-based Intensified TB Case Finding Project across six public health facilities in Gujarat. The project will strengthen early identification of TB through systematic screening of patients attending selected OPDs and IPDs, vulnerability assessment, CXR facilitation, diagnostic evaluation, patient navigation and follow-up, and linkage with treatment, NTEP and TPT services.

The project will also strengthen facility-level implementation through standardized SOPs and workflows, healthcare-provider upskilling, Project MIS-based patient tracking and performance monitoring, supportive supervision, and documentation of operational learnings for potential institutionalization and replication.

Deliverables:

The District M&E Officer will be responsible for district and facility-level monitoring, data quality, Project MIS oversight, KPI tracking, data analysis and performance reporting across assigned project facilities.

Each District M&E Officer will work closely with the State M&E Lead, District Coordinator, Field Officers and facility teams to ensure that project data are complete, accurate and timely and that incomplete records, pending patient pathways and performance gaps are identified and addressed.

Key Responsibilities

A. Project MIS and Data Management

- Support routine implementation, use and maintenance of the **Project MIS** across assigned facilities.
- Ensure timely and complete recording of patient registration, screening, CXR, diagnostic, treatment-linkage and follow-up information.
- Monitor completeness and consistency of patient-level records across the care cascade.
- Support facility teams and Field Officers in correct use of Project MIS and standardized data formats.
- Identify missing, duplicate or inconsistent records and facilitate timely correction.
- Escalate system-related or recurring data issues to the State M&E Lead.

B. KPI and Care Cascade Monitoring

- Monitor facility-wise progress against approved project targets and KPIs.
- Track patients across registration, 10-S screening, vulnerability assessment, CXR, presumptive TB identification, specimen collection, NAAT/testing, results, diagnosis, Ni-kshay notification, treatment initiation, NTEP linkage and TPT referral, as applicable.
- Regularly identify patients with pending CXR, diagnostic tests, results or other incomplete pathways.
- Coordinate with Field Officers and District Coordinators for follow-up and closure of pending patient pathways.
- Monitor attrition and delays across the screening-to-diagnosis and treatment-linkage cascade.

C. Data Quality Assurance and Verification

- Conduct routine checks for **completeness, accuracy, consistency and timeliness** of project data.
- Undertake facility-level verification of Project MIS records against relevant source documents.
- Support reconciliation of Project MIS data with laboratory, facility and **Ni-kshay records**, where applicable.
- Identify data-quality gaps and coordinate corrective actions with facility and project teams.
- Participate in periodic Data Quality Assessments (DQAs).
- Maintain documentation of data-quality findings, corrections and actions taken.

D. Performance Dashboards and Data Analysis

- Support maintenance and routine review of facility and district-level performance dashboards.
- Analyse facility-wise trends and performance against approved targets.
- Identify underperforming indicators, implementation gaps and unusual data trends requiring further review.
- Generate regular facility and district-level KPI summaries for project reviews.
- Provide actionable data and findings to the District Coordinator and State M&E Lead for programmatic decision-making.

E. Facility-level Monitoring and Supportive Supervision

- Conduct regular monitoring visits to assigned project facilities.
- Review implementation records, Project MIS data and patient-care pathways during facility visits.
- Provide on-site support to Field Officers and relevant facility personnel on data capture, reporting and data quality.
- Participate in supportive supervision and facility performance reviews.
- Document monitoring findings and agreed corrective actions and follow up on their closure.

F. Coordination with Project and Facility Teams

- Work closely with the District Coordinator and Field Officers to ensure alignment between implementation activities and reported data.
- Coordinate with facility nodal officers, clinicians, radiology, laboratories and NTEP personnel for verification and reconciliation of relevant programme data.
- Participate in district and facility-level review meetings.
- Communicate data and performance gaps promptly to the District Coordinator and State M&E Lead.
- Support implementation teams in using data to identify and resolve patient-care cascade gaps.

G. Reporting and Documentation

- Prepare regular facility and district-level M&E reports and KPI summaries.
- Support preparation of fortnightly/monthly project reports, milestone documentation and performance updates.
- Maintain documentation of data validation, DQAs, monitoring visits and corrective actions.

- Provide validated facility-level data for consolidated state/project reporting.
- Support documentation and analysis of project outcomes and implementation learnings.
- Support final data validation and consolidation during project close-out.
- Undertake other M&E-related responsibilities assigned by the State M&E Lead or project leadership.

Expected Deliverable:

The District M&E Officers will ensure timely and complete Project MIS data across assigned facilities; routine facility-level KPI and care-cascade monitoring; identification and follow-up of incomplete records and pending patient pathways; regular data-quality verification and reconciliation; updated facility/district performance dashboards; timely M&E and performance reports; documented monitoring and corrective actions; and validated facility-level data for project milestones, interim reporting and final project outcomes.

Qualification:

Minimum: Graduate/ Post Graduate qualification in Public Health, Epidemiology, Biostatistics, Statistics, Population Sciences, Health Informatics, Health Management or another relevant discipline.

Desirable: Training or demonstrated experience in monitoring and evaluation, health information systems or public health data management will be an advantage

Experience:

Minimum: At least 2 years of relevant professional experience in monitoring and evaluation, public health programme monitoring, health information systems, data management, programme reporting or related areas.

Desirable: Experience working with NTEP/TB programmes, either directly with government health systems or through academic institutions, NGOs, technical agencies or development partners. Experience with Ni-kshay, TB programme indicators, patient-level tracking, data-quality assurance or health MIS will be preferred.

Last Date of Receipt of Applications: 5th October, 2026.

Remarks:

- Interested and eligible candidates are requested to apply online at <https://iiphg.edu.in/work-with-us/>.
- Please select the Name of the Post “**District Monitoring & Evaluation (M&E) Officer**” OR Position Code (**IIPHG-REC-2026-27-119**) in the subject.

- Only shortlisted candidates will be contacted for the interview.
- Mere eligibility will not entitle any candidate being called for interview.
- Candidates applying for more than one post are required to submit separate application for each post.
- Call letters to the shortlisted applicants shall be sent by email. No postal communication shall be made.
- Incomplete applications, shall be summarily rejected and no communication in this regard shall be entertained.
- No TA / DA will be paid to attend the selection process, if called for.
- Persons employed in Government/Semi-Government Organization or Educational Institutions in India must apply through proper channel.
- IIPHG reserves the right to fill or not to fill any or all available positions.
- The requirements of minimum qualification and/or experience may be relaxed in the case of candidates with outstanding credentials.
- No correspondence will be entertained from candidates regarding any delays, conduct & result of interview and reasons for not being called for interview.
- Women are encouraged to apply.