



Trishuli Plus, a community action group, established in 2006, is a community based non-profitable, politically non-aligned, non-governmental organization (NGO) led and run by and for people living with HIV (PLHIV) and affected by TB to provide prevention, care & support including treatment services to PLHIV and TB affected population.

Trishuli Plus has been implementing Migrants Program in Kathmandu District supported by Save the Children International under The Global Fund. Therefore, we are inviting applications from interested Nepalese citizens who are eligible, accountable and willing to achieve the result for the positions as specified below:

**Position:** Monitoring and Evaluation Officer (M&E Officer)

**Duty Station:** Project Office; Kathmandu

**Required No:** One

**Working Period:** Up to Jan 2025

### **Key Areas of Accountability**

- Prepare Palika/cluster-wise target and distribute to the In-reach workers and share a plan to implement and track the progress.
- Monitoring and supervise program activities to ensure that they are implemented as per plan and with highest standard.
- Analyze program data, monthly track the achievements against target and provide feedback to IRWs and share the progress to ED, PC and Save the Children.
- Motivate and guide IRWs to collect quality data using standard form/format/templates
- Verify all the records and reports before updating in the DHIS Tracker. Complete and submit the DHIS Tracker data (BCC and HIV Screening) to PC on the agreed time.
- Prepare presentations on the progress Program/achievements required for different meeting and forums.
- Conduct supporting monitoring/supervision visits to program districts, interact with service providers and beneficiaries (as required), and document progress against the set targets, share and ensure follow-up actions for improved program results
- Maintain data security, confidentiality and sharing protocols.
- Provide technical/ facilitation support to organization to implement the event/ activities in the districts as per the organizational norms and policies and program implementation guidelines.
- Make field trips to ensure timely completion of quality data collection and program implementation
- Prepare IHMIS report and submit to respective Palika. Ensure the IHMIS report is entered in online portal.
- Review the existing monitoring tools, forms formats and registers and check list and share with the PC and respective SCI focal person for any update/modification (if required).

- Support ED/PC to plan and Implement program events/activities in the district/palika level.
- Support Admin/Finance Officer to quantify the printing of forms/formats along with distribution plan,
- Follow the Safeguarding Policy of SCI and comply at all level.
- Perform any other duties as required or requested by line manager.

**Qualification and Experience:**

- Bachelor's degree in Public Health, Nursing, Healthcare Management, or a related field. Minimum one year of relevant work experience, preferably in the health sector.
- Good writing, analytical and documentation skills.
- Command in report preparation, event note and record keeping.
- Proficiency on computer usage on office packages, email and internet.
- Residency of program district will be given a priority.

***How to Apply:** Interested candidates are encouraged to submit a cover letter and resume/CV outlining qualifications, relevant experience and expected salary to recruitment.trisuliplus@gmail.com by 31<sup>st</sup> July 2024. Please include "M&E Officer Application" in the subject line of your email.*