



External Advertisement

Released by	LEPRA Society - ROH	Job Title	Monitoring & Information Officer
Reference No.	LS/ROH/HR/BUN/MIO/567	Location	Indore
Reporting to	Project Officer - Buniyad	Last Date	9 September 2011

Monitoring & Information Officer

LEPRA Society (www.leprasociety.org) began its journey in 1988 and since then making relentless efforts in meeting the needs of the population suffering with Leprosy, Tuberculosis, HIV/AIDS, Malaria and Blindness. It is also promoting effective solutions to the problems that impede social development in the remote and rural areas in the four states of Andhra Pradesh, Orissa, Bihar and Madhya Pradesh.

LEPRA Society is looking for suitable candidate for the Monitoring and Information Officer position in Buniyad Project. The position is based at Indore, Madhya Pradesh

Job Duties & Responsibilities

- Constant monitoring of the management Information System (MIS) and tools for measuring and evaluating activities to capture and sharing best lessons between and among project stakeholders and beneficiaries.
- Initiate the activities for documentation of best practice.
- Develop systems for information flow, utilization and feedback within the project.
- Support and mentor staff and partners in data gathering, analysis and sharing
- Organize training for staff and project evaluations activities.
- Develop significant case studies from time to time.

Qualification, Experience & Skills

- The candidate must have **Master's in Social Work (MSW)** from a recognized university
- Minimum 3 years of relevant experience in documentation and Monitoring
- Experience in health sector in project management
- Excellent Reporting ,Documentation & Monitoring skills
- Must have Proficiency with Computer programs
- Strong communication skills in English & Hindi (Reading, writing, speaking)

Salary: Rs. 15000/- pm & benefits

How to apply?

Please forward your updated profile in the specified format downloaded from www.leprasociety.org (careers column) to hrdroh@leprahealthinaction.in

MUST SPECIFY [REF.No:LS/ROH/HR/BUN/MIO/567](#) IN SUBJECT LINE

Last Date: 9 September 2011

LEPRA Society is an equal opportunity employer