

THE LEPROSY MISSION TRUST INDIA (TLMTI)

Job Title: HEAD – KNOWLEDGE MANAGEMENT

Number of Positions: 1

Place of posting: Delhi

Reporting to: Director – Operations

Background of the Organisation:

The Leprosy Mission Trust India (TLMTI) established in 1874, is the largest Non-Governmental Organization (NGO), working with persons affected by leprosy, disability and other marginalised communities in India for over 143 years, in the areas of health, education, sustainable livelihoods, community development, advocacy and communication, research and training. TLMTI has 14 hospitals, 6 Vocational Training Institutes, a state of the art research laboratory (Stanley Browne Laboratory), 5 small residential facilities (Snehalayas) for the care of elderly people who are disabled due to leprosy and community based development projects across 9 states in the country. TLMTI also supports the National Leprosy Eradication Program.

Role Summary

The Head – Knowledge Management will be responsible for the function of Knowledge Management (which involves Monitoring Systems, Evaluation, Research, Learning & Training).

He / She would be responsible for developing and implementing monitoring and evaluation framework, strategies and tools that will ensure accurate and timely information and feedback to stakeholders. He / She will also be responsible for research and training functions of the Organisation.

Generic Role

- Maintain a strategic overview of the external environment to keep track of learnings related to monitoring trends, evaluations, research and training.
- Participate as a member of Operations Team and contribute to achieving the overall objectives of TLMTI.

Role Specification

- Review and implement TLMTI monitoring and evaluation framework and strategies.
- Responsible for developing and maintaining systems and processes for knowledge management and continuous learning platforms.

- Responsible for research in TLMTI which includes molecular and immunological studies at Stanley Browne Laboratory and field research.
- Responsible for identifying concepts, developing and implementing research, disseminating evidence for wider application.
- Responsible for development of training strategy and its implementation both within TLMTI, Government and Non-Government organisations and the Global Fellowship.
- Lead and supervise the team for optimum productivity and performance and monitoring achievement of the same.

Primary Responsibility includes:

Monitoring and Evaluations:

- Ensure that frameworks and strategies are coordinated at all levels, making certain that technical work plans and monitoring and evaluation plans are integrated.
- Responsible for data quality assurance and provide the program team with standard and ad hoc reports to be used for informed decision making.
- Responsible for design of data collection tools and forms with Domain / program teams for implementation where necessary.
- Develop systems for data collection and ensure compliance with such procedures.
- Ensure accurate and timely data collection, collation and analysis in the programs on a periodic basis. Maintain database setup and management.
- Train staff responsible for data collection and other key staff as required;
- Develop the ability of key decision makers to communicate and manage information effectively and to access data that facilitates efficient decision-making.
- Responsible for qualitative and quantitative data analysis.
- Responsible for compilation and presentation of data for reporting of program progress and impact to both internal and external stakeholders as per donor requirements.
- Periodic review of TLMTI programs, capture lessons learnt, best practices, documentation and dissemination of information at Country and Unit level.
- Develop periodic monitoring and evaluation reports and share these with the Senior Management Team and Operations Team.

- Responsible to co-ordinate all evaluations activities including engaging external agencies. Develop terms of reference, review reports submitted by external consultants, provide feedback as well as collate feedback from all key stakeholders and ensure that key comments are incorporated in final outputs.
- Develop dissemination materials based on evaluation findings.

Research:

- Identify the knowledge and operational gaps in the program, develop concepts and proposals with program domains and acquire grants for laboratory based, clinical and operational research as per the identified priorities of TLMTI.
- Facilitate capacity building of staff in research.
- Publish research studies in peer reviewed journals for wider dissemination.
- Encourage presentation of research and representation of TLMTI participants in national and international conferences.

Learning:

- Responsible for documentation of learnings from monitoring and evaluation, research and other processes at regional and country level.
- Maintain a repository of learnings and disseminate the same to appropriate levels.
- Creating opportunities and processes for sharing innovative ideas / good practices for program implementation and scale-up through partnership with external agencies.

Training:

- Develop, market and position TLMTI as a leader in leprosy training both nationally and within the Global Fellowship.
- Responsible to co-ordinate development of training curricula and modules in key thematic areas identified.
- Develop a pool of Trainers in key thematic areas within TLMTI.
- Identify and establish various approaches such as class room and online training.

Professional Qualifications & Experience

Qualifications: Post Graduate degree in relevant field (Social Sciences / Development Studies / Public Health / Health Sciences / Statistics / Management).

Experience: 15 to 20 years with at least 10 years of experience in monitoring & evaluation and research & training.

- Experience in conceptualizing monitoring and evaluation frameworks of development projects, writing the terms of reference / requests for proposals for evaluations and research studies.
- Demonstrated understanding and familiarity with a range of applied research and monitoring and evaluation approaches including information management systems.
- Good working knowledge of descriptive, inferential and advanced statistics.
- Experience in Training would be an added advantage.

Person Specification:

- Good knowledge of research methodology, including sampling approaches and data collection tools.
- Good knowledge of using M&E tools to promote evidence based learning and accountability.
- Good knowledge of research software and tools.
- Strong leadership skills and able to inspire and lead teams to be high performing and achieve set objectives.
- Ability to represent the organisation with effective presentation and communication skills.
- Willingness to travel extensively across India and abroad for professional engagements.