

JD - Junior Consultant - M&E (SHSRC)

The Meghalaya State Health Systems Resource Centre (SHSRC) under the National Health Mission (NHM) provides technical assistance and capacity-building support to strengthen the public health system in Meghalaya.

As the state scales up key interventions in maternal and child health, health systems strengthening, digital health, NCDs, and community-based care, robust Monitoring & Evaluation (M&E) systems are critical to ensure effective implementation and data-driven decision-making.

SHSRC seeks a motivated and analytically strong **Junior Consultant – M&E** to support the design, implementation, and strengthening of monitoring, evaluation, and learning systems across priority health programs. The consultant will work closely with the Senior M&E Consultant and government teams to improve data quality, generate insights, and support evidence-based program improvement.

This position is supported financially and technically by the Gates Foundation.

Position Overview:

The Junior M&E Consultant will play a key role in supporting data analysis, monitoring system implementation, field validation, and reporting processes. The role will focus on translating data into actionable insights, strengthening routine monitoring systems, and supporting evaluation and learning activities across programs.

The consultant will work under the guidance of the Senior M&E Consultant and collaborate closely with NHM divisions, district teams, and program partners.

Age Limit: Below 40 years

Work Location: Shillong, Meghalaya

Type of Engagement: Full-time - one-year contractual position, extendable on performance basis.

Remuneration: Rs. 70,000/- per month.

Role and Responsibilities:

A. MLE Systems Implementation and Support

- Support operationalization of M&E frameworks, including indicators, reporting formats, and data flows.
- Assist in development and maintenance of dashboards, trackers, and program monitoring tools.
- Coordinate with program teams to ensure timely and accurate data reporting.

B. Data Analytics and Insight Generation

- Analyze routine data from HMIS, RCH Portal, LMIS, MOTHER Dashboard, and other sources.
- Support preparation of monthly and quarterly analytical reports highlighting trends, gaps, and actionable insights.
- Develop basic data visualizations (charts, dashboards, summaries) for program reviews.

C. Evaluation & Field Support

- Support implementation of evaluations, rapid assessments, and implementation research activities.
- Assist in tool development, data collection coordination, and preliminary data analysis.
- Participate in field visits to validate data, understand implementation challenges, and document findings.

D. Data Quality

- Support data quality audits and validation exercises across facilities and districts.
- Assist in triangulation of data from different sources (registers, HMIS, field observations).
- Track follow-up actions and support resolution of data quality issues.

E. Capacity-Building and Coordination

- Support development of training materials related to monitoring, data use, and reporting.
- Assist in organizing and facilitating review meetings, trainings, and workshops.
- Provide hands-on support to district and facility staff in data entry, reporting, and analysis.

F. Additional Responsibilities

- Work collaboratively with other SHSRC divisions and stakeholders as required.
- Undertake additional tasks assigned by the reporting Manager/Officer.

Qualifications, Experience & Skills:**A. Educational Qualifications**

Postgraduate degree in Public Health, Epidemiology, Biostatistics, or related fields.

B. Professional Experience

- Minimum 4 years of experience in monitoring & evaluation, data analysis, or public health program implementation.
- Experience working with health data systems (HMIS, surveys, program data) is desirable.
- Prior experience working with government health systems, NGOs, or development partners is an advantage.
- Field experience in rural, tribal, or Northeastern contexts is desirable.

C. Technical Skills

- Proficiency in MS Excel/Google Sheets and PowerPoint.
- Basic to intermediate skills in data analysis and visualization (Power BI/Tableau preferred).
- Familiarity with statistical tools (Python/R/SPSS/Stata/Claude Code) is an advantage but not mandatory.
- Understanding of public health indicators and data systems (HMIS, RCH Portal, etc.) preferred.

D. Behavioural Competencies

- Strong analytical thinking and attention to detail.
- Ability to translate data into clear, simple insights.
- Good written and verbal communication skills.
- Ability to work in a team and coordinate across stakeholders.
- Willingness to travel extensively across districts.
- Proactive, self-driven, and eager to learn.

Application Guidelines:

- To apply you are required to fill in the application form in the link mentioned below:
<https://mbda.jotform.com/261372209811958>
- Please ensure to mention the exact position applied for in the subject line without which your application will not be accepted.
- It is mandatory to mention Age, Year of Passing the Degrees, Current and Past Employment dates on your resume, without which your resume will not be accepted.