UPNPplus

Monitoring & Evaluation Officer in Agra | UPNPplus | ₹1.56 LPA

Agra, Uttar Pradesh · full-time · entry level · ₹13,000 /month · Closes 9 Nov 2026

Application Assist →

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Skills this role needs

MIS data entry and reporting	MS Excel	Data validation and tracking	Report writing in Hindi and English	Data confidentiality

Job description

UPNPplus

UPNPplus, the Uttar Pradesh Welfare for People Living with HIV/AIDS Society, is a community-based organisation that represents people living with HIV/AIDS. It puts their needs and voices first in all its work. It cares for the whole person and invites people to take part, helping communities build their own strength and have a say in the support they get. This role sits within UPNPplus's CSC 2.0 SSHAKTI Program in Agra district, which reaches people living with HIV through community outreach.

Role

As the Monitoring & Evaluation Officer, you will keep the programme's data accurate, complete and on time. You will work with the Project Coordinator and the CSC 2.0 team to collect data, check it, enter it into the right tools and turn it into reports. You will also visit the field to help outreach staff record data correctly, so the team can see what is working and fix what is not.

Responsibilities

- Work closely with the Project Coordinator and the CSC 2.0 team to submit programme reports and data on time.
- Enter and compile programme data in the set formats and the MIS system.
- Prepare reports from this data and submit them to the Sub-Recipient (SR) on schedule.
- Check and validate data for mistakes and track it over time.
- Share gaps found in the data with the Project Coordinator so the team can improve.
- Visit the field to help outreach staff record data and check it on site.
- Keep all programme and client data private and secure.
- Take up other tasks assigned by the Project Coordinator.

Requirements

- A bachelor's degree, or a diploma or certificate in computers, with some knowledge of data management.
- Good computer skills in MS Office (Excel, Word, PowerPoint) and the internet.
- Good spoken and written communication in Hindi and English.
- Ability to keep data confidential and to present information clearly.
- Based in or willing to relocate to Agra, and able to make field visits within Agra district.
- Experience in the healthcare sector is an added advantage.

Benefits

- Monthly salary of ₹13,000.
- Hands-on experience in data, MIS and reporting work for a public health programme.
- Field exposure working alongside outreach teams in the community.
- A chance to work with a community-led organisation that puts people living with HIV at the centre.

Apply

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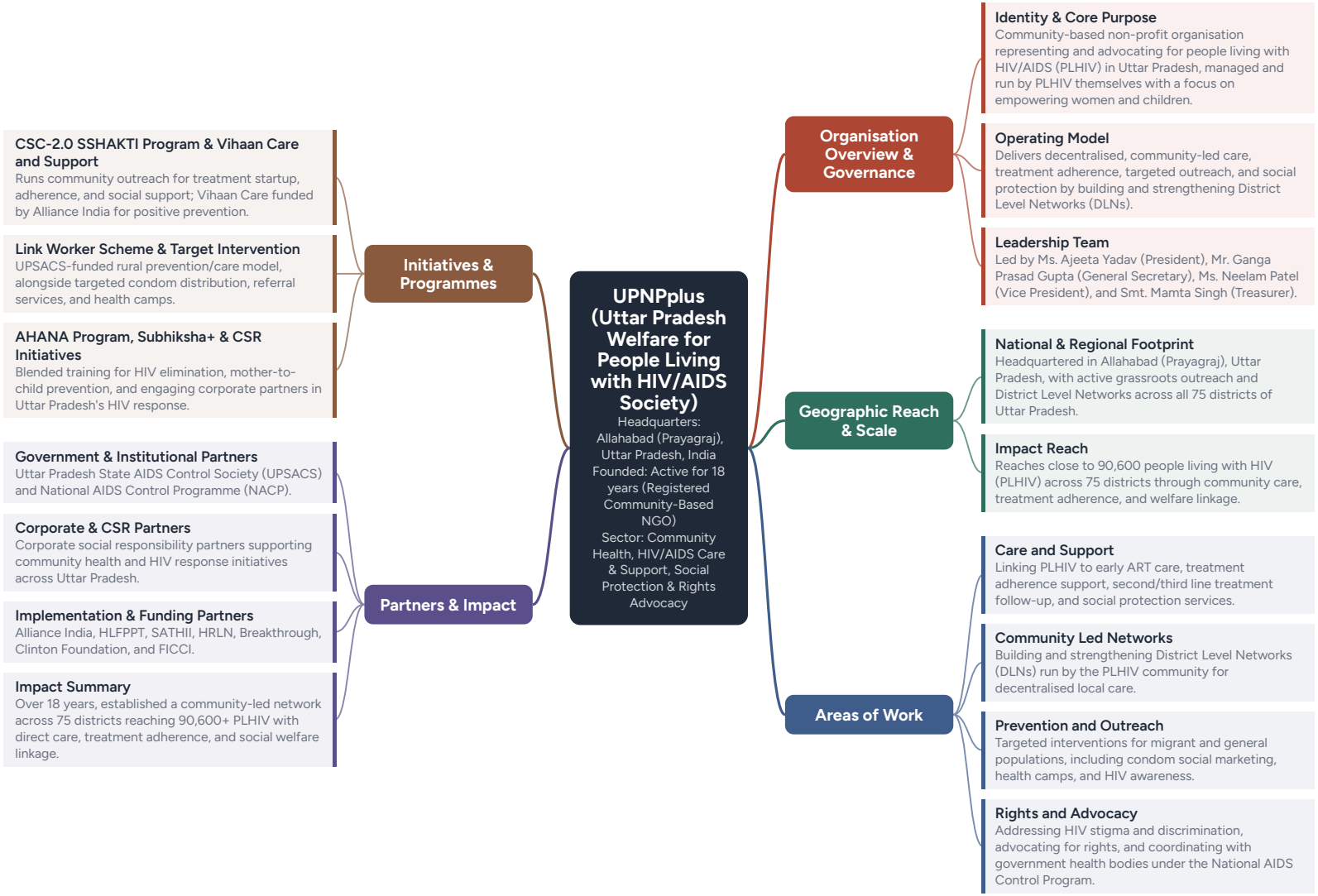
About the organisation

UPNPplus

HIV/AIDS Care and Community Health

upnpplus.org ↗

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About UPNPplus

UPNPplus (Uttar Pradesh Network of People Living with HIV/AIDS)

UPNPplus is a community based, non profit organization representing the needs of people living with HIV/AIDS (PLHIV) in Uttar Pradesh. The organization is managed and run by people living with HIV themselves, and works to build a holistic and participatory approach to community empowerment, with priority given to women and children living with HIV. Active for 18 years, UPNPplus has outreach across 75 districts in Uttar Pradesh, reaching close to 90,600 PLHIV.

> *Head Quaters: Allahabad (Prayagraj), Uttar Pradesh, India*

Major Areas of Work

- Care and Support: Linking PLHIV to early care, treatment, and social protection services, along with treatment adherence support.
- Community Led Networks: Building and strengthening District Level Networks (DLNs) managed by the PLHIV community to deliver decentralised care and support.
- Prevention and Outreach: Running targeted interventions among migrant and general populations, including condom distribution, health camps, and HIV awareness programs.
- Rights and Advocacy: Addressing stigma and discrimination faced by PLHIV, and coordinating with national and state government on shared priorities under the National AIDS Control Program.

Major Initiatives and Programs

- SSHAKTI programme
- Vihaan Care and Support, focused on early linkage to care, treatment adherence, and expanded positive prevention activities, funded by Alliance India
- Link Worker Scheme, building a rural community model for HIV prevention, care, and support, funded by UPSACS
- Target Intervention, covering social marketing of condoms, referral services, health camps, and awareness programs, funded by UPSACS
- AHANA Program
- Subhiksha+ and Blended Training for HIV Elimination
- Corporate Social Responsibility (CSR) programme engaging corporate partners in HIV response work

Impact

UPNPplus has worked with PLHIV in Uttar Pradesh for 18 years, building outreach across 75 districts and reaching approximately 90,600 people living with HIV. The organization has established District Level Networks across the state that continue to provide direct care and support services to PLHIV and their families, strengthening a decentralised, community led model of HIV response.

Leadership

- Ms. Ajeeta Yadav, President
- Mr. Ganga Prasad Gupta, General Secretary
- Ms. Neelam Patel, Vice President
- Smt. Mamta Singh, Treasurer

Partners

Alliance India, UPSACS, HLFPPT, SATHII, HRLN, Breakthrough, Clinton Foundation, FICCI

UPNPplus offers the opportunity to work in an organization led and run by the community it serves, giving staff direct, lived understanding of the challenges faced by people living with HIV. With 18 years of grassroots presence across 75 districts, the organization offers exposure to community mobilisation, government coordination, and direct service delivery, with a clear mission tied to India's national HIV elimination goals by 2030.

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