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## Introduction

**KHPT** is a not-for-profit charitable entity that spearheads focused initiatives to improve the health and wellbeing of communities in India. In 2003, KHPT was founded with a mission to enhance the health and wellbeing of vulnerable communities and our journey started with the focus on reducing the prevalence of HIV in Karnataka, specifically among most at-risk populations. These interventions were evidence-driven, systematically planned, rigorously implemented, and monitored. We succeeded in scaling impact well beyond Karnataka and KHPT became a learning site for innovative approaches. We work primarily in the fields of Maternal, Neonatal & Child health (MNCH), Tuberculosis (TB), Adolescent Health (AH), and Comprehensive Primary Health Care (CPHC).

The Sphoorthi adolescents programme is being implemented in the district of Koppal. The purpose of this position is to fulfil the communication and documentation requirements of the Adolescent health (AH) thematic area at the district level and work closely with the AH thematic Point of Contact (PoC) from learning platform. This position acts as a link between the central comms and KM team and the district-level AH project implementation teams to implement the communications framework effectively the central KHPT communication team to ensure representation of the theme at organisation- level communication and the district-level AH project implementation teams to implement the communications framework effectively.

**KHPT** is seeking application for the following position.

## Adolescent Learning Officer

**Positions:** 1

**Location:** Koppal, Karnataka

### **Qualification, Skills & Competencies**

- Master's degree in international development, communications, journalism, web/graphic design or a combination of skills and experience in these areas.
- 3-5 years of experience in documentation and knowledge management in Social development sector.
- Good interpersonal communication skills, including reading and writing skills in English and Kannada.
- Commitment to quality work by self, by team

### **Roles and Responsibilities**

- Overall documentation of activities under the project
- Consistent and continuous capturing of key project activities across all taluks.

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- Prepare monthly plans in consultation District Program Lead for implementing key communication activities.
- Document lessons learnt, best practices, and case studies related to specific learnings for wider sharing and publication.
- Contribute towards the development of materials, toolkits, modules, and concept notes of innovative activities and assist the project team to implement the same.
- Create and maintain a bank of photos (captioned appropriately) and quotes from different activities. Also, take signatures on the consent forms.
- Support the development of IEC, IPC and BCC tools. This involves understanding the community/ project needs in collaboration with the district leadership and project teams, support in the research process, piloting and roll-out of tools
- Identify, understand and contextualize capacity development requirements of the project team members.
- Plan in advance to observe/ celebrate important flagpole days- IDGC, World Youth Day, Poshan Maah, Women's Day, etc.
- Coordinate with multi stakeholders for information and data gathering
- Support in building capacity of Cos/FOs/POs/other staff in writing and reporting
- Undertake field visits to taluks and villages
- Carry out any other tasks assigned by the Line manager.

### **Reporting**

Adolescent Learning Officer will be reporting to Project Lead.

### **Remuneration**

The remuneration for the above positions will be fixed in line with internal policies and market standards which will be set based on qualification, relevant experience, budget availability and interview performance

**KHPT provides a safe working environment for all its employees; follows the principle of equal opportunity and encourages women applicants to apply. Also, individuals who are physically challenged with the required skills /knowledge and who are willing to travel are also encouraged to apply.**

**We will be following a systematic selection process to fill this position based on experience, competency, suitability, aptitude to work with our health programmes and in-depth knowledge of thematic areas we work. Only shortlisted candidates will be invited for an interview.**

**The above position demands excellent communication, interpersonal and computer skills and also involves travel. Preference will be given to candidates who have work experience in the relevant field and local candidates with required experience and skillsets.**

### **How to apply**

Prospective candidates should submit their applications by clicking the "[\*\*Apply Online\*\*](#)" button next to the relevant vacancy on our current openings page

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at <https://www.khpt.org/work-with-us/>.

**The deadline for submissions is 10th May 2024.**