

19<sup>th</sup> Oct 2023



## 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).

KHPT is seeking application for the following position.

## Officer- Digital Transformation

Positions: 1

Location: Bangalore

### Qualification, Skills & Competencies

- Graduate/Diploma in Information Technology and Information Systems /Computer Science/Information Science/Software Engineering
- 0-3 years of experience in supporting business applications
- Strong communication skills
- Commitment to quality work by self

### Roles and Responsibilities

- Installation, configuration & maintenance of servers and business application software.
- Provide technical support and assistance to end-users for digital tools and systems.
- Troubleshoot software issues in person, remotely and via phone
- Assist employees with business application issues and answer their questions
- Verify the functionality of the business application
- Liaison with the software vendor for issue resolution
- Ensure business application data backup regularly.
- Reporting user function on project management status
- Assist in the creation of user guides and documentation.
- Any other tasks assigned by the line manager as per the requirement of the project

### Reporting

The Officer- Digital Transformation will be reporting to the Digital Transformation Lead or the person assigned by him/her.

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### 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 involves travel. Preference will be given to candidates with work experience in the relevant field and local candidates with the required expertise and skill sets.**

### How to apply

Interested candidates are requested to apply using the prescribed **KHPT Application Format** with a covering letter and email it to [jobs@khpt.org](mailto:jobs@khpt.org). Candidates can download the format by clicking on '[Application Format](#)' or visit [our website](#) to download the format.

### **The application should reach on or before 4<sup>th</sup> Nov 2023**

Please note that completed applications in the prescribed format will help us in shortlisting effectively.