



**Name of the Post: Project Co-ordinator, Saksham Jan Urja**

Location : **Mumbai**

Duration : **Till February 2021**

Email : **hr.sakshamp@gmail.com**

Remuneration CTC: **Upto Rs. 65,000/- per month.**

**Last Date for application: January 8, 2020.**

Saksham Jan Urja is a project of the Tata Institute of Social Sciences. Saksham Jan Urja in collaboration with the Mumbai District TB Control Society (MDTCS), plans to undertake TB Awareness and Case Finding at work place settings in Mumbai with financial support from Tata Power. The activities will be conducted both in the organised and unorganised sectors.

**Terms of Reference for the position of Project Co-ordinator, Saksham Jan Urja.**

- Plan and implement the Saksham Jan Urja programme in Mumbai.
- Develop the programme indicators based on the objectives.
- Develop selection criterion for Out Reach Staff and select staff based on the developed criterion.
- Develop monthly work plans and ensure adherence to the work plans.
- Monitor programme services in the field for targets and deliverables as per the plan.
- Develop training module and undertake training programmes for the field staff.
- Certify attendance and travel claims of field staff.
- Organise regular staff and stakeholder's meetings.
- Liaison and coordinate with City TB officer for the effective implementation of the programme activities.
- Develop and submit regular programme reports and case studies to MDTCS and Tata Power.
- Any other tasks as and when assigned by the Sr. Programme Manager, Saksham.

**Qualifications:**

Minimum Desired Qualification: Master in Public Health/ Master in Health Administration/ Master of Social Work (Health & Mental Health or Public Health)/ M.A. (Counselling or Clinical Psychology).

**Experience:**

- Minimum 2-5 years of working experience at managerial level in the related field of TB, HIV/AIDS or Public health and other related fields.

**Essential skills and desirables:**

- Ability to strategise and implement the programme to get the expected outcome.
- Excellent organisational and administration skills.
- Good Analytical and Presentation Skill.
- Excellent written and spoken communication skills in English, Marathi and Hindi.
- Proficiency in using computers. Knowledge of MS Office-Word, Excel, PPT.
- Willingness to work in the field (this is not an office job).
- High level of commitment and integrity and ability to work independently.

**Application Procedure**

Please send the following documents by e-mail to **hr.sakshamp@gmail.com** along with the following subject line as '**Programme Co-Ordinator**'- Saksham Jan Urja.

1. A Cover Letter
2. Your updated curriculum vitae with your academic record and experience.

**\*\*\*\*\* Only short-listed candidates will be contacted for interview. \*\*\*\*\***

Sr. Programme Manager

Saksham