

Name of the Post: Programme Officer, Saksham Pravaah

Location : Nagpur, Maharashtra

Duration : March 2021

Remuneration CTC: Rs. 50,000-Rs. 52,000/- per month

Last day of Application: 14 December 2018.

Saksham which means "Capable" or "Self- reliant" in Sanskrit is a TISS project that implements counselling services for Drug Resistant (DR) TB patients in collaboration with the Mumbai District Tuberculosis (TB) Control Society (MDTCS). The programme supported by the Global Fund for AIDS, TB and Malaria was initiated in August 2014.

Terms of Reference for the position of Programme Officer, Saksham.

- Coordinate DR-TB counselling services initiated by Saksham .
- Regular liaison and coordinate with the District TB Programme staff for implementation of TB counselling services initiated by Saksham .
- Coordinate with the TB counsellors assigned for the district for implementation of counselling component.
- Coordinate trainings and provide supportive supervision for TB counsellors.
- Undertake on site supportive supervision and mentoring visits for the TB Counsellors.
- Fulfil continuing training needs of the counsellors.
- Conduct regular visits to the counselling sites to monitor the quality of counselling (at the TB centre as well as within the district).
- Scrutinize the travel vouchers of the counsellors.
- Verify the monthly attendance of the counsellors.
- Develop referral and linkages systems.
- Coordinate field level services along with TB counsellors.
- Collate and develop periodic reports for the district.
- Any other task assigned by the Programme Manager Programme, Saksham.

Qualifications: Minimum Desired Qualification: Master in Public Health/ Master in Health Administration/ Master of Social Work/M.A. (Psychology).

Experience: Minimum 2-4 years of working experience at officer or state level coordinator in the related field of TB counselling services or HIV/AIDS or and Public health.

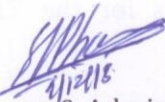
Essential skills and other requirements:

- Ability to strategise and implement the programme to get the expected outcome.
- Excellent organisational and administration skills.
- Excellent written and spoken communication skills in English, Marathi and Hindi.
- Proficiency in using computers. Knowledge of MS Office-Word, Excel, PPT.
- Willingness to travel extensively within districts assigned.
- High level of commitment and integrity and ability to work independently.

Application Procedure:

Please send the following documents by e-mail to pmmaha.sakshampravaah@gmail.com with the following subject line as 'Programme Officer, Nagpur, Saksham-Pravaah

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


Finance & Admin Manager

Saksham Pravaah