



**Name of the Post : Programme Officer, Saksham Pravaah**

**Location : Nashik, Saksham Pravaah**

**Duration : Till March 2021**

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

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

**Last Date for application: June 14, 2019.**

**Terms of Reference for the position of Programme Officer, Nashik, Saksham Pravaah.**

- 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 **hr.sakshamp@gmail.com** along with the following subject line as '**Programme Officer, Nashik**'- Saksham Pravaah.

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

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

Finance & Admin Manager

Saksham Pravaah