

Name of the Post : Data Entry and Verification Officer'

No. of Post : 01

Location : Mumbai

Duration : March 2021

Total salary CTC : Upto Rs. 27,000 per month

Email : hr.sakshamp@gmail.com

Date of Interview : 02 August 2019.

Saksham Pravaah 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 as an extension of the HIV counselling capacity building initiative. Saksham means "Capable" or "Self reliant" in Sanskrit.

Based on the experience of Mumbai, Saksham in partnership with the Central TB Division (CTD), Ministry of Health and Family Welfare has scaled up this project to Maharashtra, Gujarat, Rajasthan and Karnataka. In this expanded phase of the project, the goal is to *strengthen National TB control program (with special focus on MDR and XDR TB) in states of Maharashtra, Gujarat, Karnataka and Rajasthan through structural and psycho-social support interventions.*

Terms of Reference for the position of Data Entry & Verification Officer

- Undertake data entry
- Undertake field visits in Mumbai wards for data verification & spot checks
- Share & Manager the data sets of the counselling services

Essential Skills:

- Knowledge of data entry with 30-40 wpm in English typing
- Working knowledge of MS Office (Excel, Word)
- Good communication skills in English, Hindi and Marathi
- Willingness to travel within the assigned district
- Prior experience of data entry work

Required Qualification:

- Graduate degree in any stream.
- Candidates with HSC degree can also apply.

Walk-In Interview Details

Date: 02 August 2019.

Time: 10:00 AM.

Venue: Training Hall, Saksham (Global fund project), under the Old Conference hall, TISS main (Old) campus, Tata Institute of Social Sciences, Sion- Trombay Road, Opp Deonar Bus Depot, Deonar, Mumbai - 400088.

Documents required (At the time of interview): Original Educational & Experience certificates, Resume.

Kindly note:

- You are requested to make your own arrangements for the travel to TISS campus and back. TISS will not provide any travel reimbursement both local and outstation.
- If you are required to relocate to Mumbai or your place of posting, TISS will not provide you any accommodation for the same.
- Interview date will not be changed under any circumstances and they should refrain from calling at TISS for any clarifications. All the details of the position are given in the advertisement.

Finance & Admin Manager

Saksham Pravaah