



Name of the Post: Co-ordinator (NACO) Saksham Prerak

Location :NACO, Delhi

No. of Position : 01

Duration : March 2020

Email: recruitment.sakshamprerak@gmail.com

Remuneration CTC: Rs. 55,000- 65, 000/- per month.

Last Date for application: July 29th , 2018

Saksham Prerak, in collaboration with the National AIDS Control Programme (NACP) will build capacities of 9000 HIV counselors+30000 Auxiliary Nurse & Midwife across India. Tata Institute of Social Sciences will establish 10 Regional Training Units to conduct these training programmes.

Terms of Reference for the position of Co-ordinator (NACO) , Saksham Prerak.

- Liaison and co-ordinate between Saksham Prerak TISS, NACO, Plan and other stakeholders for the smooth implementation of Saksham Prerak deliverables.
- Co-ordinate with NACO and SACS for finalising training lists of Counsellors and ANMs.
- Ensuring the completion of all approval formalities at NACO and SACS level for relieving counsellors for the training programmes.
- Liaison with NHM for permissions and approvals for the smooth implementation of ANM training programmes.
- Developing the Annual Training Plan in co-ordination with Saksham Prerak, NACO and SACS.
- Support the development, contributions from NACO and approvals for the virtual training platform.
- Any other work as assigned by Project Director, Saksham Prerak, TISS.

Experience:

- Minimum 2-4 years of working experience at a co-ordinator or managerial level in the development sector or HIV, TB or Public Health and other related fields.

Essential skills and other requirements:

- ✓ Excellent co-ordination, organisational and administration skills
- ✓ Ability to strategize and implement the programme to get the expected outcome.
- ✓ Excellent written and spoken communication skills in English, Marathi and Hindi
- ✓ Good Analytical and Presentation Skill.
- ✓ Proficiency in using computers. Knowledge of MS Office-Word, Excel, PPT.
- ✓ Willingness to travel extensively at short notice.
- ✓ High level of commitment and integrity and ability to work independently.

Application Procedure

Please send the following documents by e-mail to

recruitment.sakshamprerak@gmail.com along with the following subject line as

Co-ordinator (NACO) ' - Saksham Prerak.

1. A Cover Letter specifying "**Education Qualification**", "**Years of relevant experience**" & "**Preferred RTU location/S**".
2. Your updated curriculum vitae with your academic record and experience.

*******Candidates short-listed will be contacted for interview only.*******