



Name of the Post: Programme Manger, Saksham Pravaah

Location : Maharshttra

Duration : March 2021

Email : hr.sakshamp@gmail.com

Remuneration CTC: Upto Rs. 70,000-73,500/- per month.

Last Date for application: June 13, 2018.

Terms of Reference for the position of Programme Manager, Saksham Pravaah.

- Plan and implement the Saksham programme in the assigned state.
- Overall responsible for meeting programme targets at the state level.
- Liaison and coordinate with State TB office for the effective implementation of TB counselling services initiated by Saksham.
- Regular liaison and coordinate with the State TB Programme staff for the implementation of TB counselling services.
- Undertake mentoring and monitoring of counsellors appointed by Saksham for programme services. Assist in developing training needs and manuals as per the programme requirement.
- Plan and implement supportive supervision for TB Counsellors appointed by Saksham.
- Monitor programme services in the field for targets and deliverables as per the plan.
- Coordinate and work together with district Programme officers for data collation and periodic assessments.
- Oversee the bills, attendance and other documentation submitted by the counsellors.
- 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 counselling services or HIV/AIDS counselling or Public health and other related fields.

Essential skills and other requirements:

- 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 travel extensively within states 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 Manager**'- **Saksham Pravaah**.

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

******* Short-listed candidates will be contacted for interview. *******

Sr. Programme Manager

Saksham Pravaah