



**Name of the Post: Project Co-ordinator, Regional training Unit, Saksham Prerak**

Location of

Regional Training unit: **Lucknow, Chandigarh, Pune, Bhopal, Bhubhaneshwar, Chennai, Jaipur, Patna, Imphal & Guwahati**

No. of Positions : **10**

Duration : **March 2020**

Email : **recruitment.sakshamprerak@gmail.com**

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

**Last Date for application: March 2<sup>nd</sup>, 2018.**

Saksham which means "Capable" or "Self- reliant" in Sanskrit is a TISS project that undertakes Capacity Building for HIV Counsellors and ANMS in collaboration with National AIDS Control Organization and Plan India.

**Terms of Reference for the position of Project Co-ordinator , Regional Training Unit, Saksham Prerak.**

- Responsible for achieving all the programme targets
- Co-ordinate with Programme Management Unit, TISS, SACS, NHM & Counsellors
- Responsible for verifying and submitting training and finance reports to HQ, SACS and CMO for counsellor and ANM training
- Co-ordination with trainers to ensure planning and implementation of ANM training
- Managing the logistics of counsellor training and ensuring arrangement of logistics of ANM training
- Arranging for photocopying of all training material and evaluation forms for counsellor training and ensuring arrangement of logistics of ANM training
- Arranging for the venue, accommodation and food for counsellor training and ensuring arrangement of logistics of ANM training
- Coordination with SACS for trainee lists and training dates for counsellor training and ensuring arrangement of logistics of ANM training
- Collecting and verifying the travel expenditure and submitting it to the HQ for counsellor training and ensuring arrangement of logistics of ANM training

- Collecting, verifying and submitting the food /hotel bills to HQ for counsellor training and ensuring arrangement of logistics of ANM training
- Anchor the training programmes for Counsellors
- Ensure the link between the training sessions and with the field experiences during counselling training
- Undertake pre /post training evaluation during the training programmes during counselling training
- Undertake introductory and valedictory session during the training programmes during counselling training
- Undertake recap, debriefing and regular energizers during the training during counselling training
- Prepare the narrative report of the counsellor training programmes

**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 5 years of working experience, previous experience of undertaking training programmes for NHM /NACO staff will be given preference.

**Essential skills and other requirements:**

- Ability to strategise and implement the programme to get the expected outcome.
- Excellent organizational and administration skills.
- 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

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

**'Project Co-ordinator' - Saksham Prerak.**

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

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