



Name of the Post: Capacity Building Specialist, Saksham Prerak

For the location : Mumbai/Pune.
Remuneration CTC : Rs. 40,000- 50,000/- per month.
Duration : March, 2020
Date of walk-in Interview : April 9th, 2019, Tuesday.

Saksham Prerak, in collaboration with the National AIDS Control Programme (NACP) will build capacities of 9000 HIV counselors+30000 Auxiliary Nurse & Midwife (ANM) across India. Tata Institute of Social Sciences will establish 10 Regional Training Units to conduct these training programmes. Each regional training unit shall cover 3 to 4 states. Trainings would be conducted at multiple locations.

Terms of Reference for the position of Capacity Building Specialist, Regional Training Unit, Saksham.

- Coordination with CMO & SACS for trainee lists and trainees.
- Arranging for the venue, accommodation and food for ANM/ Counsellor.
- Managing the logistics of the ANM/ Counsellor training.
- Arranging for photocopying of all ANM/ Counsellor training material and evaluation forms
- Anchor the ANM/ Counsellor training programmes.
- Ensure the link between the training sessions and with the field experiences during ANM/ Counsellor training.
- Undertake pre / post training evaluation during the training programmes during ANM/ Counsellor training.
- Undertake introductory and valedictory session during ANM/ Counsellor training programmes.
- Undertake recap, debriefing and regular energizers during the ANM/ Counsellor training.
- Prepare the narrative report of ANM/ Counsellor training programmes.
- Collecting and verifying the travel expenditure and submitting it to the HQ through Project Coordinator.

- Collecting, verifying and submitting the food / hotel bills to HQ through Project Coordinator.

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) & disciplines allied to health

Experience:

- Minimum 3 years of working experience, previous experience of undertaking state level training programmes for NHM /NACO staff especially ANM & Counsellors will be given preference.

Essential skills and other requirements:

- Ability to strategise and implement the programme to get the expected outcome.
- Excellent organisational 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.

Walk-In Interview Details

Date : 9th April, 2019.

Time : 11:00 AM.(This may go up to evening)

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

Documents required (At the time of interview):

Resume & Original Educational & Experience certificates

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.
- TISS will not provide you any accommodation for this job.
- Those who applied earlier may please not apply again.

National Programme Director,

Saksham Prerak