

Name of the Post: Programme Officer

No. of Post : 01
Location : Rajasthan
Duration : upto December 2017
Email : hr.sakshamp@gmail.com
Remuneration : Rs. 50,000/- per month

Last Date for Application: 15th September, 2017

Saksham which means "Capable" or "Self reliant" in Sanskrit is a TISS project that implements counseling 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 counseling capacity building initiative.

Terms of Reference for the position of Programme Officer, Saksham

- Coordinate DR-TB counselling services initiated by Saksham .
- Regular liaison and coordinate with the District TB Programme staff for implementation of TB counselling services initiated by Saksham .
- Coordinate with the TB counsellors assigned for the district for implementation of counselling component.
- Coordinate trainings and provide supportive supervision for TB counsellors.
- Undertake on site supportive supervision and mentoring visits for the TB Counsellors.
- Fulfil continuing training needs of the counsellors.
- Conduct regular visits to the counselling sites to monitor the quality of counselling (at the TB centre as well as within the district).
- Scrutinize the travel vouchers of the counsellors.
- Verify the monthly attendance of the counsellors.
- Develop referral and linkages systems.
- Coordinate field level services along with TB counsellors.
- Collate and develop periodic reports for the district.
- Any other task assigned by the Programme Manager, Saksham.

Required Qualification:

Master in Public Health/ Master in Health Administration/ Master of Social Work/ M.A. (Psychology).

Experience:

2-4 years of working experience at officer or state level coordinator in the related field of TB counselling services or HIV/AIDS or and Public health.

Essential Skills and other requirements:

- Ability to strategies and implement the programme to get the expected outcome.
- Excellent organizational and administration skills.
- Excellent written and spoken communication skills in English, Hindi.
- Proficiency in using computers. Knowledge of MS Office-Word, Excel, PPT.
- Willingness to travel extensively within districts assigned.
- High level of commitment and integrity and ability to work independently.

Please send your application via e-mail to hr.sakshamp@gmail.com with the subject line as 'Application for the post of Programme Officer - Rajasthan.'