Tata Institute of Social Sciences
The Global Fund to fight AIDS TB & Malaria
Round 7, HIV/AIDS Counselling Programme-Saksham
Sion-Trombay Road, Deonar
Mumbai-400088.

Name of the Post : Programme Officer, Saksham-Jan Urja
No. of Positions : 01
Location : Mumbai
Duration : June 30, 2018
Email : hr.gfatm1@gmail.com

Remuneration CTC: Rs. Upto 40,000/- per month

Last Date for application: April 12, 2016.

Saksham which means "Capable" or “Self-reliant” in Sanskrit is a TISS project that implements counselling 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.

Saksham and Tata Power Community Development Trust have come together to implement Project 'Saksham Jan Urja' - a project for TB prevention and TB treatment adherence through community engagement in M Ward. The 2 year project aims to enhance TB literacy, awareness and create an enabling environment leading to early TB diagnosis and higher TB treatment adherence in M Ward.

Job Description for the position of Programme Officer for Saksham- Jan Urja.

- Coordinate Saksham Jan Urja’s TB awareness through community engagement in M Ward.
• Regular liaison and coordinate with the M Ward District TB centre for effective implementation of Jan Urja community awareness services initiated by Saksham.
• Coordinate with the Community Social Workers (CSW) assigned in M Ward.
• Coordinate training programmes and monthly meetings for CSW.
• Providing onsite mentoring and monitoring for CSW.
• Fulfil continuing training needs of the CSW.
• Conduct regular visits to the M Ward District TB Centre to monitor the effective implementation of Jan Urja community awareness services.
• Scrutinize the travel vouchers; verify monthly attendance of the CSW.
• Coordinate community level services along with CSW.
• Collate and develop periodic reports in collaboration with the M&E officer.
• Any other task assigned by the 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 2-4 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. Previous experience in implementing community awareness programmes in the health field will be given priority.

Essential skills and other requirements:

• Ability to strategise and implement the programme to get the expected outcome.
• Excellent organisational and administration skills.
• 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 M Ward.
• High level of commitment and integrity and ability to work independently.

**Application Procedure**

Please send the following documents by e-mail to hr.gfatm1@gmail.com along with the following subject line as **Programme Officer for Saksham-Jan Urja**.

1. A Cover Letter
2. Your updated curriculum vitae with your academic record and experience.
3. Application form to be filled by the candidates with their details as requested.

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