



**Name of the Post: Programme Manager, Saksham-Pravaah**

No. of Positions : **04 positions.**

Location : 1 each in **Maharashtra, Gujarat, Rajasthan & Karnataka.**

*(State specific applications are required)*

Duration : **December 2017**

Email : [hr.sakshamp@gmail.com](mailto:hr.sakshamp@gmail.com)

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

**Last Date for application: May 15, 2016.**

**Saksham Pravaah** 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 as an extension of the HIV counselling capacity building initiative. Saksham means "Capable" or "Self-reliant" in Sanskrit.

Based on the experience of Mumbai, Saksham in partnership with the Central TB Division (CTD), Ministry of Health and Family Welfare has scaled up this project to Maharashtra, Gujarat, Rajasthan and Karnataka. In this expanded phase of the project, the goal is to *strengthen National TB control program (with special focus on MDR and XDR TB) in states of Maharashtra, Gujarat, Karnataka and Rajasthan through structural and psycho-social support interventions.*

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

- 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.ctd2016@gmail.com](mailto:hr.ctd2016@gmail.com) along with the following subject line as '**Programme Manager – Saksham Pravaah along with the state preference**'. Eg : '**Programme Manager-Saksham Pravaah – Maharashtra**'

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.(Please visit [tiss.edu](http://tiss.edu) for the application form of this advertisement.)

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



**Name of the Post: Programme Officer, Saksham-Pravaah**

**Total No. of Position: 18 positions. (Maharashtra: 06 positions; Karnataka: 04; Rajasthan: 04 positions; Gujarat: 04 positions).**

Location : Maharashtra, Karnataka, Rajasthan and Gujarat.

*(State specific applications are required)*

Duration : **December 2017**

Email : [hr.sakshamp@gmail.com](mailto:hr.sakshamp@gmail.com)

Remuneration CTC: Upto Rs. **50,000/- per month**

**Last Date for application: May 15, 2016.**

**Saksham Pravaah** 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 as an extension of the HIV counselling capacity building initiative. Saksham means "Capable" or "Self-reliant" in Sanskrit.

Based on the experience of Mumbai, Saksham in partnership with the Central TB Division (CTD), Ministry of Health and Family Welfare has scaled up this project to Maharashtra, Gujarat, Rajasthan and Karnataka. In this expanded phase of the project, the goal is to *strengthen National TB control program (with special focus on MDR and XDR TB) in states of Maharashtra, Gujarat, Karnataka and Rajasthan through structural and psycho-social support interventions.*

**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 Programme, Saksham.

**Qualifications:** Minimum Desired Qualification: Master in Public Health/ Master in Health Administration/ Master of Social Work/M.A. (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.

**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 districts 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](mailto:hr.sakshamp@gmail.com) along with the following subject line as '**Programme Officer – Saksham Pravaah along with the state preference. Eg: 'Programme Officer Saksham Pravaah – Maharashtra'**

4. A Cover Letter
5. Your updated curriculum vitae with your academic record and experience.
6. Application form to be filled by the candidates with their details as requested.(Please visit [tiss.edu](http://tiss.edu) for the application form of this advertisement.)

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**Name of the Post: Regional Coordinator, Saksham-Pravaah**

No. of Positions : **01 Coordinator per state. Total: 04 positions.**

Location : **Maharashtra, Gujarat, Rajasthan & Karnataka.**

*(State specific applications are required)*

Duration : **December 2017**

Email : [hr.sakshamp@gmail.com](mailto:hr.sakshamp@gmail.com)

Remuneration CTC: **Rs. 75,000 - 85,000/- per month**

**Last Date for application: May 15, 2016.**

**Saksham Pravaah** 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 as an extension of the HIV counselling capacity building initiative. Saksham means "Capable" or "Self-reliant" in Sanskrit.

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**Terms of Reference for the position of Regional Coordinator, Saksham**

- Designing framework of programme Monitoring Information System (MIS) including Monitoring and Evaluation (M&E) system. Oversee development and maintenance of the MIS system.
- Ensure MIS system meets data requirements of all the state programme units.
- Assess need for capacity building activities for programme staff including counsellors pertaining to M&E and plan capacity building activities.
- Coordinate and work together with Programme Managers of different states for data collation, periodic assessments and data analysis and reporting.

- Oversee Base line, Mid Term and End line assessment of programme.
- Assist Sr. Programme Manager, Saksham for submitting periodic reports to Central TB Division.
- Data analysis and reporting for strategy development.
- Take-up visits at Counselling sites in different states for periodic onsite data verification
- Coordinating training programmes for TB Counsellors and other staff.
- Any other tasks assigned by Supervisor(s)

**Essential Qualifications:** Master of Arts/ M.Sc. (Bio-Statistics)/ Master in Public Health/ Master in Population Studies/Master in Health Administration. **Desirable qualification:** PhD in any of the above subjects.

**Experience:** 4-7 years of research experience in field of TB Counselling services/ or HIV/AIDS and/or HIV/AIDS Counselling and/or Monitoring & Evaluation and/or Research.

**Essential Skills:**

- Excellent skills in English communication (verbal and written).
- High proficiency in MS Excel.
- Knowledge and experience of using of SPSS or Stata.
- Very good knowledge of other Microsoft Office application (MS Word & MS PowerPoint).
- Experience in data analysis and report writing.
- Knowledge of MS Access or other similar programmes will be an advantage.

**Application Procedure**

Please send the following documents by e-mail to [hr.sakshamp@gmail.com](mailto:hr.sakshamp@gmail.com) along with the following subject line as '**Regional Coordinator - Saksham Pravaah along with the state preference**'. Eg : '**Regional Coordinator -Saksham Pravaah - Maharashtra.**'

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. (Please visit [tiss.edu](http://tiss.edu) for the application form of this advertisement.)



**Name of the Post: Counselor, Saksham-Pravaah**

**Total No. of positions: 156 positions (Maharashtra : 55 positions; Gujarat: 31 positions; Rajasthan: 34 positions; Karnataka : 36 positions).**

**Location : Maharashtra, Gujarat, Rajasthan & Karnataka.**

*(State specific applications are required)*

**Duration : December 2017**

**Email : [hr.sakshamp@gmail.com](mailto:hr.sakshamp@gmail.com)**

**Remuneration CTC: Rs. Upto 17,000/- per month for all states.**

**Last Date for application: May 15, 2016.**

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**Terms of Reference for the position of Counselors, Saksham**

1. Register Drug Resistant (DR) TB patients for counselling services and provide regular counselling to ensure treatment adherence.
2. Undertake home visits to DR TB patients within the district for providing follow up counselling
3. Provide counseling services to family members of the DR TB patients and refer them for TB diagnosis if required



4. Liaise with District TB staff to monitor treatment adherence of TB patient at community level
5. Improve TB-HIV linkages and link with ART centers.
6. Link DR TB patients to social protection schemes and other health services as required
7. Ensure timely documentation & reporting as per program need.
8. Maintain registers and records as per Saksham, TISS guidelines
9. Attend quarterly meetings as specified by Saksham, TISS

**Qualifications:**

Post graduate in Social Work (Health & Mental Health or Public Health or Community Organisation)/ M.A. (Counselling or Clinical Psychology)/ Master in Public Health/ Master in Health Administration.

**Essential skills and other requirements:**

- A minimum of 1 to 3 years of work experience in health related counselling. E.g., HIV/AIDS, RCH, TB, STI, ART, suicide prevention.
- Good communication skills - written as well as spoken - in English, Hindi and State Language.
- Knowledge of MS Office-Word, Excel and PPT.
- Willingness to travel within the assigned district.
- Willingness to work with TB patients and their caregivers.

**Application Procedure**

Please send the following documents by e-mail to [hr.sakshamp@gmail.com](mailto:hr.sakshamp@gmail.com) along with the following subject line as '**Counselor – Saksham Pravaah**'

4. A Cover Letter
5. Your updated curriculum vitae with your academic record and experience.
6. Application form to be filled by the candidates with their details as requested.  
(Please visit [tiss.edu](http://tiss.edu) for the application form of this advertisement.)



**Name of the Post: Secretary to Programme Director cum Admin Assitant, Saksham-Pravaah**

No. of Positions : **01**

Location : Mumbai.

Duration : **December 2017**

Email : [hr.sakshamp@gmail.com](mailto:hr.sakshamp@gmail.com)

Remuneration CTC: **Rs. 32,210/- per month**

**Last Date for application: May 15, 2016.**

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**Terms of Reference for the position of Secretary to Programme Director, & Admin Assistant, Saksham**

- Assist the Programme Director, Saksham in internal and external communication.
- Coordinate appointments for meetings and prepare minutes of the meeting.

- Maintenance of important and confidential documents, files and records for easy communication purposes.
- Assist the other team members in work and coordination as required for smooth functioning of the programme.
- Interfacing with staff and Programme Director, Saksham.
- Liaison with external partners and schedule appointments.
- Assisting Finance and Admin team with compiling reports, ticket bookings, stationery requests, courier bookings, documentation etc.
- Handling all secretarial duties of Programme Director's office.
- Coordinate overall admin work for smooth functioning. Organise and coordinate programme events, meetings etc
- Check the requisitions and Verify bills for overall admin related work. (Ticketing, stationery etc).
- Coordinate Procurement of assets as and when required.
- Maintain and verify assets periodically.
- Update service contracts and review bills as per the fixed rates.
- Any other work as assigned by your supervisor (s).

**Qualifications:** Graduate/Post graduate in any field

**Experience:** 2-4 years of working experience as Personal Assistant/Secretary/Executive & Admin Assistant.

**Essential skills:**

- Should be Smart, pleasing personality & Well-groomed
- Should be Self-driven, positive-minded & highly energetic
- Excellent written & verbal communication skills.
- Exposure in administration function will be an added advantage
- Should be a self-starter and responsible person with good organizational and co-ordination skills
- Knowledge of MS Office : Word, Excel, Power point.

### **Application Procedure**

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

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