



Name of the Post : HR & Admin Officer (Leave vacancy), Saksham Pravaah

No. of Positions : 01 position.

Location : Mumbai.

Duration : September 2017.

Email : hr.sakshamp@gmail.com

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

Last Date for application: March 24th, 2017

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.

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 HR & Admin Officer for Saksham Pravaah.

- Coordinate staff recruitment and selection process in order to ensure a timely organized and comprehensive procedure is used to hire staff in all 4 states. (recruitment, interviews, and exit formalities).
- Monitor staff performance and attendance activities. Maintain leave records for the entire staff of 4 states.
- Provide information and assistance to staff, supervisors on human resource and work related issues.

- Provide support to supervisors and staff to develop the skills and capabilities of staff. (job descriptions, staff performance evaluation forms, training, workshops, orientation).
- Prepare monthly salary sheets, salary slips, yearly salary data for tax calculation followed by FORM 16 and other related work with the finance in relation to the 4 states.
- Perform other related duties with all the team members as and when required.
- Supervise and coordinate overall admin work for smooth functioning. Organize and coordinate programme events, national meets, meetings with stakeholders etc.
- Verification of bills for overall admin related work. (Ticketing, stationary etc)
- Any other work assigned by the Supervisor(s).

Qualifications:

Post graduate in any discipline/ Post graduate Diploma or degree will be an added advantage. Minimum 2-4 years of working experience in the field of HR generalist, recruitment and administration work.

Essential Skills:

- Administrative skills
- Excellent communications skills in English (verbal and written).
- Proficiency in using computers. Knowledge of MS Office-Word, Excel, PPT.
- Knowledge of Compensation and Wage Structure.
- Excellent organizational and administration skills.
- Good Analytical and Presentation Skill.

Experience:

Up to 2-4 years of working experience at officer or state level coordinator in the related field of TB control 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 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.