



Name of the Post: Programme Officer, Saksham-Pravaah

Total No. of Position: 01 position. (Mumbai)

Location : Mumbai

(Location specific applications are required)

Duration : **December 2017**

Email : hr.sakshamp@gmail.com

Remuneration CTC: **Between Rs. 40,000/- to Rs. 50,000/- per month**

Last Date for application: February 21, 2017.

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 city TB Programme staff for implementation of TB counselling services initiated by Saksham .
- Coordinate with the TB counsellors assigned for Mumbai 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 city).
- 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 and manage data for Mumbai.
- 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 city 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 along with the following subject line as '**Programme Officer – Saksham Pravaah - Mumbai**

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

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