



Name of the Post : Regional Coordinator

No. of Post : 01
Location : Mumbai
Duration : December 31, 2017 (likely to continue)
Email : hr.sakshamp@gmail.com
Remuneration : Rs. 75,000/- to Rs.80,000/- per month

Last Date for Application : **15th November, 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 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.
- Co-ordinating with vendor for MIS Application related development, changes & addressing problems.
- 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.
- 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.
- Monitoring all data records.
- Coordinating training programmes for TB Counsellors and other staff.
- Conceptualize, implement and report development for research to be undertaken under Saksham.
- Monitor the execution of Research Officer(s), including implementation of data collection, data analysis, and assisting with reporting requirements.
- Assemble documentation, secure necessary authorizations needed for conducting the research.
- Plan and undertake training for the research staff.
- Prepare the final research report.

- Disseminate research results through publications and presentations.
- Any other task assigned by the Project Director, Saksham.
- Provide expertise around quantitative and qualitative programme evaluation & develop programme report.

Essential Qualifications: Master of Arts/ M.Sc. (Bio-Statistics)/ Master in Public Health/ Master in Population Studies/Master in Health Administration.

Experience: 3-5 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.

Work experience in research projects or as independent researcher or in the field of HIV/ TB and health sector.

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.
- Quantitative & Qualitative analysis.
- Willing to relocate in Mumbai.
- Willingness to extensively travel within India.

Application Procedure

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

******* Only short-listed candidates will be contacted for the interview *******