



Name of the Post: Programme Manager, Saksham Pravaah

Location : Jaipur, Rajasthan

Duration : Till March 2021

Email : hr.sakshamp@gmail.com

Remuneration CTC: Upto Rs. 80,000 per month.

Last Date for application: 10 June 2021.

Terms of Reference for the position of Programme Manager, Rajasthan, Saksham Pravaah.

- 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 strategize 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 apply on the following link <https://forms.gle/YeyQLVUis1dRBjWz7>

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

Finance & Admin Manager

Saksham Pravaah