Tata Institute of Social Sciences
The Global Fund to fight AIDS TB & Malaria
Round 7, HIV/AIDS Counselling Programme-SAKSHAM
Sion-Trombay Road, Deonar
Mumbai-400088

Name of the Post : Documentation Officer
No. of Post : 01
Location : Mumbai
Last Date : April 18, 2014
Email : hr.gfatm1@gmail.com
Remuneration CTC : Rs. 50,000/-per month
Tenure : Till March 31, 2015.

Tata Institute of Social Sciences (TISS) is the Principal Recipient (PR) for 'The Global Fund to fight AIDS, TB & Malaria, Round 7, HIV/AIDS Counselling Programme'-SAKSHAM. This project strives to strengthen human capacities of the national health system to undertake quality counselling for HIV and thereby support the HIV prevention, care and support objectives of the National AIDS Control Program (NACP), through measurable impact. For more information on SAKSHAM, kindly visit the website www.tissgfatmr7.com. The Project needs to appoint a Documentation Officer.

The Documentation Officer will coordinate with relevant Saksham teams and will report to the National Programme Director, SAKSHAM.

The roles and responsibilities for the position are detailed as below:

(I) To support Saksham documentation and reporting activities

• Work with the relevant teams to build the Saksham databank
• Document and record major meetings and seminars.
• Coordinate the development of Communication and other resource material for the programme such as films, posters, manuals and such other.
• Work with the different units to compile and list documents and projects.

(II) To support the Saksham website and Knowledge Management System (KMS)

• Interact and coordinate with partners with the purpose of collection, collation, and editing all documents relevant for uploading on Saksham website and KMS
- Interact and coordinate with all partners and other stakeholders (including PR unit managers) for content of website and KMS
- Facilitate systematic collection, organising of relevant field data of all partner institutes
- Collate and edit relevant field data or resources shared by partners for KMS
- Interact with Tata Consultancy System for website and KMS content updating

**Essential qualifications:**

- Post graduate in Media & communication / Social Work / Psychology / Human Development / Family Studies / Health Administration
- 2-3 years’ experience in documentation, content development and report writing, and editing of reports and documents for publication
- Excellent verbal and written communication skills in English
- Ease and fluency with MS Office (especially MS Word, Excel, Powerpoint) on computer.

**Desirable skills:**

- Work experience in health or HIV/AIDS

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**Application Procedure**

Please send by e-mail to hr.gfatm1@gmail.com along with the following subject line as ‘Documentation Officer’

1. A Cover Letter
2. Your updated Curriculum Vitae with your academic record and experience

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