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: Capacity Building Officer-TB
No. of Post: 01
Location: Mumbai
Duration: Till March 31, 2015
Last Date: April 13, 2014
Email: hr.gfatm1@gmail.com
Remuneration CTC: Rs. 40,000/- per month

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 ‘Capacity Building Officer’ will report to the ‘Capacity Building Manager, SAKSHAM’. The roles and responsibilities for the position are detailed as below:

- Coordinate Tuberculosis (TB) – HIV activities initiated by SAKSHAM
- Regular liaison and coordination with Mumbai District TB Control Society (MDTCS) for the implantation of TB – HIV activities initiated by SAKSHAM
- Coordinate with SAKSHAM TB counsellors and peer educators for implementation of counselling component in the TB – HIV programme
- Coordinate trainings and supportive supervision activities for TB counsellors
- Develop training plan, curricula and manuals for the training of MDTCS staff and peer educators
- Coordinate training programmes for MDTCS staff and peer educators
- Coordinate field level activities along with TB counsellors and peer educators
- Coordinate with M&E division at PR for data management
• Any other task assigned by Capacity Building Team at PR or National Programme Director, SAKSHAM

Qualifications:
• MSW/MA (Psychology) with background in counseling.

Essential Skills:
• Minimum 5 years experience to work in health sector
• Coordination of programme activities in field
• Ability to develop training materials and conduct training programmes for field staff
• Good communication skills in English and Marathi-verbal & written
• Ease with MS Office-Word, Excel

Application Procedure

Please send the following documents by e-mail to hr.gfatm1@gmail.com along with the following subject line as ‘Capacity Building Officer-TB’, SAKSHAM:
1. A Cover Letter
2. Your updated Curriculum Vitae with your academic record and experience.

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