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 : Project Manager for TB-HIV Prevention programme
No. of Post : 01
Location : Mumbai
Duration : Until September 30, 2015
Remuneration CTC : Rs. 60,000 to Rs. 70,000/- per month
Email : hr.gfatm1@gmail.com
Last Date for application : April 26, 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, titled Saksham. The aim of Saksham is 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). For more information on Saksham, kindly visit the website www.tissgfatmr7.com.

Since August 2014 Saksham, in collaboration with Mumbai District TB Control Society (MDTCS), has initiated counselling service for TB –HIV prevention programme in Mumbai district.

Saksham wishes to appoint one Project Manager for implementing the above initiative.

The Project Manager will report to the Senior Programme Manager for TB-HIV Prevention Programme. The roles and responsibilities for the position are detailed below:

- Liaison and coordinate with Mumbai District TB Control Society (MDTCS) and Mumbai District Aids Control Society (MDACS) for the smooth implementation of TB-HIV prevention activities initiated by Saksham.
• Undertake mentoring and monitoring of counsellors appointed by Saksham for project activities.
• Develop training manuals as per the programme needs.
• Plan and implement training programmes and supportive supervision for TB-HIV Counsellors appointed by Saksham.
• Plan and implement the training programmes for the staff of Mumbai District TB Control Society (MDTCS).
• Co-ordinate with Monitoring & Evaluation and Finance teams at Principal Recipient Saksham, TISS for data and finance management.
• Monitor programme activities for targets and deliverables as per the plan.
• Any other tasks as and when assigned by the National Programme Director.

Qualifications:
• Minimum Desired Qualification: Masters in Public Health/ Masters in Health Administration/ Masters in Social Work/M.A. (Psychology).

Experience:
• Minimum 4-6 years of working experience at managerial level in the related field of HIV/AIDS or TB control or Public health and other related fields.

Essential skills and other requirements:
• Ability to strategise 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 locally and outstation.

Application Procedure
Please send the following documents by e-mail to hr.gfatm1@gmail.com along with the following subject line as ‘Application for the Post of Project Manager for TB-HIV programme, Saksham’:
1. A cover letter
2. Your updated curriculum vitae with your academic record and experience.

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