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 : Programme Officer for TB-HIV prevention programme
No. of Post : 01
Location : Mumbai
Duration : Until September 30, 2015
Total Salary : Rs. 40,000/- per month
Email : hr.gfatm1@gmail.com
Last Date for application: July 12, 2015.

Tata Institute of Social Sciences (TISS) is the Principal Recipient (PR) of the Gfatm-r7 grant (The Global Fund to fight AIDS, TB & Malaria, Round 7 grant) in the field of HIV/AIDS Counselling, titled Saksham. The aim of this programme 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 in the TB-HIV prevention programme in Mumbai district.
Saksham wishes to appoint one Programme Officer for TB-HIV prevention programme for implementing the above initiative.

The ‘Programme Officer’ will report to the ‘Sr. Programme Manager’ for TB-HIV prevention programme. The roles and responsibilities for the position are detailed below:

- Coordinate TB – HIV activities initiated by Saksham
- Regular liaison and coordination with the RNTCP staff for the implementation of TB counselling activities initiated by Saksham
- Coordinate with the TB counsellors assigned for the district for implementation of counselling component
- Coordinate trainings and supportive supervision activities for TB counsellors
- Undertake on site supportive supervision and mentoring visits for the TB Counsellors
- Fulfill continuing training needs of the counsellors
- Conduct regular visits to the counselling sites to monitor the quality of counselling (at the counselling centre as well as within the community)
- Scrutinize the travel vouchers of the counsellors
- Verify the monthly attendance of the counsellors
- Develop referral and linkages systems
- Coordinate field level activities along with TB counsellors
- Collate and develop periodic reports for the district and region
- Any other task assigned by the Sr. Programme Manager Programme, Saksham.

**Qualifications:**

**Experience:**
- Up to 4-6 years of working experience at officer or state level coordinator in the related field of TB control or HIV/AIDS or and Public health.

**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 ‘Programme Officer for TB-HIV prevention programme’, 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.**********