

Name of the Post: Capacity Building Specialist, Regional Training Unit, Saksham
Prerak

Location of

Regional Training unit : **Pune**

No. of Positions : **1**

Duration : **Dec 2019**

Email : **recruitment.sakshamprerak@gmail.com**

Remuneration CTC : **Rs. 40,000- 50, 000/- per month.**

Last Date for application : August 23rd, 2018.

Saksham Prerak, in collaboration with the National AIDS Control Programme (NACP) will build capacities of 9000 HIV counselors+30000 Auxiliary Nurse & Midwife across India. Tata Institute of Social Sciences will establish 10 Regional Training Units to conduct these training programmes. Each regional training unit shall cover 3 to 4 states. Trainings would be conducted at multiple locations.

Terms of Reference for the position of Capacity Building Specialist, Regional Training Unit, Saksham.

- Coordination with CMO & SACS for trainee lists and training dates.
- Arranging for the venue, accommodation and food for ANM/Counsellor.
- Managing the logistics of the ANM/Counsellor training.
- Arranging for photocopying of all ANM/Counsellor training material and evaluation forms
- Anchor the ANM/Counsellor training programmes.
- Ensure the link between the training sessions and with the field experiences during ANM/Counsellor training.
- Undertake pre /post training evaluation during the training programmes during ANM/Counsellor training.
- Undertake introductory and valedictory session during ANM/Counsellor training programmes.
- Undertake recap, debriefing and regular energizers during the ANM/Counsellor training.
- Prepare the narrative report of ANM/Counsellor training programmes.
- Collecting and verifying the travel expenditure and submitting it to the HQ through Project Coordinator.
- Collecting, verifying and submitting the food /hotel bills to HQ through Project coordinator.

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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) & disciplines allied to health

Experience:

- Minimum 2 years of working experience , previous experience of undertaking training programmes for NHM /NACO staff especially ANM & Counsellors will be given preference.

Essential skills and other requirements:

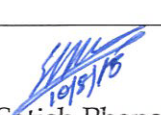
- Ability to strategise and implement the programme to get the expected outcome.
- Excellent organisational and administration skills.
- Proficiency in using computers. Knowledge of MS Office-Word, Excel, PPT.
- Willingness to travel extensively within states assigned.
- High level of commitment and integrity and ability to work independently.

Application Procedure

Please send the following documents by e-mail to recruitment.sakshamprerak@gmail.com along with the following subject line as 'Capacity building Specialist'- Saksham Prerak.

1. A Cover Letter specifying "Education Qualification", "Years of relevant experience".
2. Your updated curriculum vitae with your academic record and experience.

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


Mr Satish Phanse
Finance & Admin Manager.