



Name of the Post: Project Co-ordinator, Regional training Unit - Lucknow, Jaipur, Patna & Chennai
Saksham Prerak

Location of

Regional Training unit: **Lucknow, Jaipur, Patna & Chennai.**

Duration : **March 2020**

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

Remuneration CTC : **Rs. 55,000- 65, 000/- per month.**

Last Date for

Application : 20th May, 2019.

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.

Terms of Reference for the position of Project Co-ordinator , Regional Training Unit, Lucknow, Jaipur, Patna & Chennai - Saksham Prerak.

- Responsible for achieving all the programme targets
- Co-ordinate with SACS, NHM & CMO of respective states & NACO & TISS.
- Responsible for verifying and submitting training and finance reports to TISS for counsellor and ANM training.
- Co-ordination with Capacity Building Specialist to ensure planning and implementation of ANM/ Counsellor training
- Managing the logistics of counsellor & ANM training and ensuring arrangement of logistics of ANM/ Counsellor training.
- Arranging for photocopying of all training material and evaluation forms for counsellor & ANM training and ensuring arrangement of logistics of ANM training
- Arranging for the venue, accommodation and food for counsellor & other logistic & ANM trainings.
- Coordination with SACS for trainee lists and training dates ,NHM & CMO
- Collecting and verifying the travel expenditure and submitting it to the TISS for training.
- Collecting, verifying and submitting the food /hotel bills to TISS for counsellor training and ensuring arrangement of logistics of ANM training

- Anchor the training programmes for Counsellors & ensure the link between the training sessions and with the field experiences during counselling training
- Lead a team of Capacity Building Specialist & ensure training quality.
- Prepare the narrative report of the counsellor training programmes
- Any other task assigned by Senior Programme Manager/Project Director.

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:

- About 5 years of working experience, previous experience of undertaking training programmes for NHM /NACO staff will be given preference.

Essential skills and other requirements:

- Ability to strategise and implement the programme to get the expected outcome.
- Excellent organizational 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 should include name & if not mentioned will be disqualified.

1. A Cover Letter specifying "Education Qualification", "Years of relevant experience" should be in a cover e-mail, should mention *skype id & CV as an attachment (in PDF of Word)*
2. Your updated curriculum vitae with your academic record and experience.
3. *Candidates applied before need not to apply again.*

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


Mr S S Phanse
F&A Manager
Saksham Prerak