



**Name of the Post: Sr. Programmme Manager, Saksham Prerak**

**Location : Mumbai**

**Duration : March 2020**

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

**Remuneration CTC: Rs. 90,000- 1,05, 000/- per month.**

**Last Date for application: February 15<sup>th</sup>, 2018.**

**Terms of Reference for position of Sr. Programme Manager , Saksham Prerak.**

- Implement the Saksham programmes in all states through overall coordination and programme management.
- Liaison and co-ordinate with NACO, Plan and other stakeholders for the smooth implementation of training programmes.
- Identify capacity building needs of Saksham staff.
- Organise capacity building activities for programme staff and ensure its smooth implementation.
- Design and develop resources and training manuals as per the programme needs.
- Coordinate the development and implementation of virtual training platform.
- Co-ordinate with the Regional Training Units to ensure high quality data, efficient finance management and timely achievement of programme indicators.
- Ensure effective use of programme data for programme management and prepare periodic reports on programme implementation.
- Any other tasks, as and when assigned by the Programme Director.

**Qualifications:** Masters in Public Health/ Health Administration/ Social Work/M.A. (Psychology). **Desired qualification:** PhD in any of the above subjects.

**Experience:** Minimum 4-7 years of working experience at managerial level in the related field of HIV/ TB counselling services/ or/and Public health. Experience in programme implementation, proposal development, capacity building, and resources development. Experience in Counselling in health sector will be considered positively.

**Essential skills and other requirements:**

- Ability to strategize and implement the programme to get the expected outcomes.
- Excellent organisational and administration skills.
- Good Analytical and presentation skills.
- Excellent written and spoken communication skills in English, Hindi and local language.
- Proficiency in using computers. Knowledge of MS Office-Word, Excel, PPT.
- Willingness to travel extensively to the 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 '**Sr. Programme Manager**'- **Saksham Prerak**.

1. A Cover Letter
2. Your updated curriculum vitae with your academic record and experience.

**\*\*\*\*\* Candidates short-listed will be contacted for interview only. \*\*\*\*\***



**Name of the Post: Programmme Manager, Saksham Prerak**

**Location : Mumbai**

**Duration : March 2020**

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

**Remuneration CTC: Rs. 60,000- 70, 000/- per month.**

**Last Date for application: February 15<sup>th</sup>, 2018.**

**Terms of Reference for the position of Programme Manager, Saksham Prerak.**

- Plan and implement the training programmes in the assigned state.
- Overall responsible for meeting programme targets at the state level.
- Coordinate and lead the Regional Training Units for the effective and timely implementation of counselling and ANM training programmes in the state.
- Undertake mentoring and monitoring visits to Regional Training Units.
- Plan and implement Routine Programme and Data Strengthening visits the Regional Training Institutes.
- Monitor programme services and deliverables as per the plan.
- Coordinate and work together with Regional Training for data collation and periodic assessments.
- Oversee the bills, attendance and other documentation submitted by the counsellors.
- Any other tasks as and when assigned by the Sr. Programme Manager, Saksham.

**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).

**Experience:**

- Minimum 2-5 years of working experience at managerial level in the related field of HIV counselling services or TB counselling 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 extensively within states assigned.
- ✓ High level of commitment and integrity and ability to work independently.

**Application Procedure**

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1. A Cover Letter
2. Your updated curriculum vitae with your academic record and experience.

**\*\*\*\*\* Candidates short-listed will be contacted for interview only. \*\*\*\*\***



**Name of the Post: Manager- Monitoring & Evaluation & Research, Saksham Prerak**

**Location : Mumbai**

**Duration : March 2020**

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

**Remuneration CTC: Rs. 60,000- 70, 000/- per month.**

**Last Date for application: February 15<sup>th</sup>, 2018.**

**Terms of Reference for the position of Manager, Monitoring & Evaluation & Research, Saksham Prerak,**

- Designing framework of programme Monitoring and Evaluation (M&E) system.
- Oversee development and maintenance of the Virtual Platform.
- Ensure M&E system meets data requirements of all the Regional Training units.
- Assess need for capacity building activities for programme staff pertaining to M&E and plan capacity building activities.
- Coordinate and work together with Programme Managers of different states for data collation, periodic assessments and data analysis and reporting.
- Oversee Base line, Mid Term and End line assessment of programme.
- Assist Sr. Programme Manager, Saksham for submitting periodic reports to SACS, NACO & PLAN India.
- Data analysis and reporting for strategy development.
- Any other tasks assigned by Supervisor(s)

**Essential Qualifications:** Master of Arts/ M.Sc. (Bio-Statistics)/ Master in Public Health/ Master in Population Studies/Master in Health Administration. **Desirable qualification:** PhD in any of the above subjects.

**Experience:** 4-7 years of research experience in field of HIV/TB Counselling services/ and/or Monitoring & Evaluation.

**Essential Skills:**

- Excellent skills in English communication (verbal and written).
- High proficiency in MS Excel.
- Knowledge and experience of using of SPSS or Stata.

- Very good knowledge of other Microsoft Office application (MS Word & MS PowerPoint).
- Experience in data analysis and report writing.
- Knowledge of MS Access or other similar programmes will be an advantage.

#### **Application Procedure**

Please send the following documents by e-mail to

**recruitment.sakshamprerak@gmail.com** along with the following subject line as

**'Manager- Monitoring & Evaluation & Research'- Saksham *Prerak*.**

1. A Cover Letter
2. Your updated curriculum vitae with your academic record and experience.

**\*\*\*\*\* Candidates short-listed will be contacted for interview only. \*\*\*\*\***



**Name of the Post: HR & Admin Officer, Saksham Prerak**

**Location : Mumbai**

**Duration : March 2020**

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

**Remuneration CTC: Rs. 35,000- 40, 000/- per month.**

**Last Date for application: February 15<sup>th</sup>, 2018.**

**Terms of Reference for the position of HR & Admin Officer for Saksham Prerak.**

- Coordinate staff recruitment and selection process in order to ensure a timely organized and comprehensive procedure is used to hire staff. (recruitment, interviews, and exit formalities).
- Monitor staff performance and attendance activities. Maintain leave records for the entire staff.
- Provide information and assistance to staff, supervisors on human resource and work related issues.
- Provide support to supervisors and staff to develop the skills and capabilities of staff. (job descriptions, staff performance evaluation forms, training, workshops, orientation).
- Prepare monthly salary sheets, salary slips, yearly salary data for tax calculation followed by FORM 16 and other related work with the finance.
- Perform other related duties with all the team members as and when required.
- Supervise and coordinate overall admin work for smooth functioning. Organise and coordinate programme events, national meets, meetings with stakeholders etc.
- Verification of bills for overall admin related work. (Ticketing, stationary etc)
- Any other work assigned by the Supervisor(s).

**Qualifications:** Post graduate in any discipline/ Post graduate Diploma or degree will be an added advantage. Minimum 2-4 years of working experience in the field of HR generalist, recruitment and administration work.

**Essential Skills:**

- Administrative skills
- Excellent communications skills in English (verbal and written).
- Proficiency in using computers. Knowledge of MS Office-Word, Excel, PPT.
- Knowledge of Compensation and Wage Structure.
- Excellent organizational and administration skills.
- Good Analytical and Presentation Skill.

**Experience:** Up to 2-4 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 strategize and implement the programme to get the expected outcome.
- 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 extensively within districts assigned.

**Application Procedure**

Please send the following documents by e-mail to

**recruitment.sakshamprerak@gmail.com** along with the following subject line as '**HR & Admin Officer'- Saksham Prerak.**

1. A Cover Letter
2. Your updated curriculum vitae with your academic record and experience.

**\*\*\*\*\* Candidates short-listed will be contacted for interview only. \*\*\*\*\***



**Name of the Post: Finance Officer, Saksham Prerak**

**Location : Mumbai**

**Duration : March 2020**

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

**Remuneration CTC: Rs. 35,000- 40, 000/- per month.**

**Last Date for application: February 15<sup>th</sup>, 2018.**

**Terms of Reference for the position of Finance Officer, Saksham Prerak**

- Checking of Bills or Supporting Vouchers in support of expenses incurred for the project by staff and trainees
- Process payment of trainees' expenditure
- Prepare Progress Update report quarterly/bi-annually
- Prepare Bank Reconciliation Statement on monthly basis
- Process the vendors' payment after all accuracy checks & verification
- Deduct correctly tax at source for any vendor payment and staff and supplying required information to TISS- Finance Section in time.
- Prepare challan & deposit the tax deducted at source within the due date.
- Prepare TDS statement on a Monthly Basis for vendors and staff on regular basis.
- Prepare quarterly TDS return & file it within the due time (in coordination with TISS's accounting system)
- Prepare Comparative Statement, Check & finalize before issuing Purchase Order.
- Assist the Deputy Finance & Admin Manager in preparation of Monthly reports & time to time any financial reports.
- Assist the Sr. Finance Officer in any other tasks as given by from time to time.
- Assist Sr. Finance Officer in Internal Audit
- Prepare and verify the annual tax returns, FORM 16 etc
- Visit bank for office work
- Any other work as assigned by Supervisor(s).

**Qualifications:** Bachelors in Commerce/Masters in Commerce

**Essential skills:** Preferably with knowledge of latest softwares in Finance & a minimum of 3-5 years experience in finance and accounting. Prior experience of handling large accounts is desirable.

**Application Procedure**

Please send the following documents by e-mail to

**recruitment.sakshamprerak@gmail.com** along with the following subject line as '**Finance Officer'- Saksham Prerak**.

1. A Cover Letter
2. Your updated curriculum vitae with your academic record and experience.

**\*\*\*\*\* Candidates short-listed will be contacted for interview only. \*\*\*\*\***