



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: July 15th , 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

Please send the following documents by e-mail to

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

‘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. *******

Programme Director

Saksham Prerak