



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 Manager, Jan Urja

No. of Positions : 01

Location : Mumbai

Duration : February 28, 2019

Email : fo.sakshamju@gmail.com

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

Last Date for application: September 21, 2018.

Saksham which means "Capable" or "Self- reliant" in Sanskrit is a TISS project that implements counselling services for Drug Resistant (DR) TB patients in collaboration with the Mumbai District Tuberculosis (TB) Control Society (MDTCS). The programme supported by the Global Fund for AIDS, TB and Malaria was initiated in August 2014.

Saksham and Tata Power Community Development Trust have come together to implement Project 'Saksham Jan Urja' - a project for TB prevention and TB treatment adherence through community engagement in M Ward. The 2 year project aims to enhance TB literacy, awareness and create an enabling environment leading to early TB diagnosis and higher TB treatment adherence in M Ward.

Job Description for the position of Programme Manager for Saksham Jan Urja, Saksham.

- Plan and implement Saksham Jan Urja's TB awareness through community engagement in M Ward.
- ☐ Overall responsible for meeting programme targets.

- ☐ Undertake mentoring and monitoring of Saksham Community Social Workers (CSW) for programme services. Assist in developing training manuals and undertaking training programmes as per the programme requirement.
- ☐ Identify and engage with Community Stakeholders to undertake TB awareness sessions in M ward in coordination with CSW.
- ☐ Liaison and coordinate with M Ward District TB Centre for the effective implementation of Jan Urja community awareness services.
- ☐ Liaison and coordinate with Tata Power Community Development trust for programme reporting and review.
- ☐ Monitor programme services in the field for targets and deliverables as per the plan.
- ☐ Coordinate and work together with Programme Officer (PO) for data collation and periodic assessments
- ☐ Coordinate with M&E officer to develop the MIS system and formats for data collection and monthly reports .
- ☐ Develop periodic reports for programme implementation.
- ☐ Oversee the bills, attendance and other documentation submitted by CSW and PO.
- ☐ Any other tasks as and when assigned by the Sr. Programme Manager and Project Director, Saksham.

Qualifications:

- ☐ **Minimum 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). **Desired Qualification:** PhD. In any of the subjects above.

Experience:

- ☐ Minimum 3-5 years of working experience at managerial level in the related field of TB counselling services or HIV/AIDS counselling or Public health and other related fields. Previous experience in implementing community awareness programmes in the health field will be given priority.

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 M Ward.
- ☐ High level of commitment and integrity and ability to work independently.

Application Procedure

Please send the following documents by e-mail to fo.sakshamju@gmail.com along with the following subject line as '**Programme Manager for Saksham Jan Urja**.'

1. A Cover Letter
2. Your updated curriculum vitae with your academic record and experience.
3. Application form to be filled by the candidates with their details as requested.

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