



Name of the Post: Project Coordinator, (RTU), Saksham *Prerak*

Location of

Regional Training unit : Chandigarh & Guwahati

No. of Positions : (1 per Regional Training Unit)

Email : recruitment.sakshamprerak@gmail.com

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

Last Date for application: October 14th, 2018.

Saksham *Prerak*, in collaboration with the National AIDS Control Programme (NACP) will build capacities of 9000 HIV counselors+30000 Auxiliary Nurse & Midwife (ANM) 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 will be conducted at multiple locations.

Terms of Reference for the position of Project Coordinator, Regional Training Unit, Saksham.

- Anchor the ANM/ Counsellor training programmes.
- 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.
- 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.

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 3 years of working experience, those with previous experience of undertaking state level 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 outcomes.
- 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

- Those who applied earlier may please not apply again.
- Interested candidates may apply to recruitment.sakshamprerak@gmail.com with CV as attachment (Word or PDF) & cover letter in the email.
- Mention position & location in the subject line of application, if not mentioned application will be disqualified.

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

Project Director,
Saksham Prerak