



**Name of the Post: Programme Manager, Saksham-Plus.**

No. of Positions : **01 position.**

Location : Mumbai.

Duration : **March 2017.**

Email : [hr.sakshamplus@gmail.com](mailto:hr.sakshamplus@gmail.com)

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

**Last Date for application: July 25, 2016.**

Saksham in collaboration with SHARE (Society for Health Research and Education) INDIA, Hyderabad and Centre for Disease Control, Atlanta, USA will provide additional counsellors to the Mumbai District TB Control Society. The project will be called “Saksham Plus” and the additional counsellors will augment the work undertaken by the Saksham Counsellors in Mumbai and will make it possible to saturate coverage and enhance psycho social support for TB patients.

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

- Plan and implement the Saksham programme in the assigned districts of Mumbai.
- Overall responsible for meeting programme targets at the district level.
- Liaison and coordinate with Mumbai District TB Control Society (MDTCS) for the effective implementation of TB counselling services initiated by Saksham.
- Regular liaison and coordinate with the District TB office for the implementation of TB counselling services.
- Undertake mentoring and monitoring of counsellors appointed by Saksham for programme services. Assist in developing training needs and manuals as per the programme requirement.

- Plan and implement supportive supervision for TB Counsellors appointed by Saksham.
- Monitor programme services in the field for targets and deliverables as per the plan.
- Coordinate and work together with district Programme officers 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 TB counselling services or HIV/ AIDS 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 assigned districts of Mumbai.
- ✓ High level of commitment and integrity and ability to work independently.

**Application Procedure**

Please send the following documents by e-mail to [hr.sakshamplus@gmail.com](mailto:hr.sakshamplus@gmail.com) along with the following subject line as 'Programme Manager – Saksham Plus'.

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: Programme Officer, Saksham-Plus.**

No. of Positions : **02 positions.**

Location : Mumbai.

Duration : **March 2017.**

Email : [hr.sakshamplus@gmail.com](mailto:hr.sakshamplus@gmail.com)

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

**Last Date for application: July 25, 2016.**

Saksham in collaboration with SHARE (Society for Health Research and Education) INDIA, Hyderabad and Centre for Disease Control, Atlanta, USA will provide additional counsellors to the Mumbai District TB Control Society. The project will be called "Saksham Plus" and the additional counsellors will augment the work undertaken by the Saksham Counsellors in Mumbai and will make it possible to saturate coverage and enhance psycho social support for TB patients.

**Terms of Reference for the position of Programme Officer, Saksham Plus, TISS.**

- Coordinate DR-TB counselling services initiated by Saksham.
- Regular liaison and coordinate with the District TB Programme staff for implementation of TB counselling services initiated by Saksham.
- Coordinate with the TB counsellors assigned for the district for implementation of counselling component.
- Coordinate trainings and provide supportive supervision for TB counsellors.
- Undertake on site supportive supervision and mentoring visits for the TB Counsellors.

- Fulfil continuing training needs of the counsellors.
- Conduct regular visits to the counselling sites to monitor the quality of counselling ( at the TB centre as well as within the district).
- Scrutinize the travel vouchers of the counsellors.
- Verify the monthly attendance of the counsellors.
- Develop referral and linkages systems.
- Coordinate field level services along with TB counsellors.
- Collate and develop periodic reports for the district.
- Any other task assigned by the Programme Manager, Saksham Plus.

**Qualifications:** Minimum Desired Qualification: Master in Public Health/ Master in Health Administration/ Master of Social Work/M.A. (Psychology).

**Experience:** Minimum 2-4 years of working experience at officer or city level coordinator in the related field of TB counselling services or HIV/AIDS or and Public health.

**Essential skills and other requirements:**

- Ability to strategise and implement the programme to get the expected outcome.
- Excellent organisational and administration skills.
- 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.
- High level of commitment and integrity and ability to work independently.

**Application Procedure**

Please send the following documents by e-mail to [hr.sakshamplus@gmail.com](mailto:hr.sakshamplus@gmail.com) along with the following subject line as '**Programme Officer – Saksham Plus**'.

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-Plus.**

**No. of Positions : 01 position.**

**Location : Mumbai.**

**Duration : March 2017.**

**Email : [hr.sakshamplus@gmail.com](mailto:hr.sakshamplus@gmail.com)**

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

**Last Date for application: July 25, 2016.**

Saksham in collaboration with SHARE (Society for Health Research and Education) INDIA, Hyderabad and Centre for Disease Control, Atlanta, USA will provide additional counsellors to the Mumbai District TB Control Society. The project will be called "Saksham Plus" and the additional counsellors will augment the work undertaken by the Saksham Counsellors in Mumbai and will make it possible to saturate coverage and enhance psycho social support for TB patients.

**Terms of Reference for the position of Finance Officer, Saksham Plus.**

- Checking of Bills or Supporting Vouchers in support of expenses incurred for the project.
- 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 Deputy Finance & Admin Manager in Internal Audit.
  - Assist Deputy Finance & Admin Manager in accounts training.
  - 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 [hr.sakshamplus@gmail.com](mailto:hr.sakshamplus@gmail.com) along with the following subject line as '**Finance Officer- Sakhsam Plus**'

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 Officer, Saksham-Plus.**

**No. of Positions : 01 position.**

**Location : Mumbai.**

**Duration : March 2017.**

**Email : [hr.sakshamplus@gmail.com](mailto:hr.sakshamplus@gmail.com)**

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

**Last Date for application: July 25, 2016.**

Saksham in collaboration with SHARE (Society for Health Research and Education) INDIA, Hyderabad and Centre for Disease Control, Atlanta, USA will provide additional counsellors to the Mumbai District TB Control Society. The project will be called “Saksham Plus” and the additional counsellors will augment the work undertaken by the Saksham Counsellors in Mumbai and will make it possible to saturate coverage and enhance psycho social support for TB patients.

**Terms of Reference for the position of HR Officer, Saksham Plus.**

- 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 organisational 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 [hr.sakshamplus@gmail.com](mailto:hr.sakshamplus@gmail.com) along with the following subject line as '**HR Officer – Saksham Plus**'.

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: Monitoring & Evaluation Officer, Saksham-Plus.**

No. of Positions : **01 position.**

Location : Mumbai.

Duration : **March 2017.**

Email : [hr.sakshamplus@gmail.com](mailto:hr.sakshamplus@gmail.com)

Remuneration CTC: Rs. **Upto 45,000/- per month.**

**Last Date for application: July 20, 2016.**

Saksham in collaboration with SHARE (Society for Health Research and Education) INDIA, Hyderabad and Centre for Disease Control, Atlanta, USA will provide additional counsellors to the Mumbai District TB Control Society. The project will be called "Saksham Plus" and the additional counsellors will augment the work undertaken by the Saksham Counsellors in Mumbai and will make it possible to saturate coverage and enhance psycho social support for TB patients.

**Job description for the position of Monitoring & Evaluation Officer, Saksham Plus.**

- Designing framework of programme Monitoring Information System (MIS) including Monitoring and Evaluation (M&E) system in consultation with the Programme Manager.
- Ensure MIS system meets data requirements of the programme.
- Assess need for capacity building activities for programme staff including CSW pertaining to M&E and plan capacity building activities.
- Coordinate and work together with Programme Manager for data collation, periodic assessments and data analysis and reporting.
- Assist Sr. Programme Manager, Saksham and Programme Manager for submitting periodic reports.

- Data analysis and reporting for strategy development.
- Take-up visits at health posts in assigned wards for periodic onsite data verification.
- Any other tasks assigned by Programme Manager, Saksham Plus.

**Qualifications:**

- M.Sc. (Statistics/Mathematics)/ MPH/ MPS with strong analytical and report writing skills

**Experience : Essential Skills:**

- 2-4 years of working experience in field of Monitoring & Evaluation/ or TB Counselling services/ or HIV/AIDS and/or HIV/AIDS Counselling.
- 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
- Experience in monitoring and evaluation of programme implementation

**Desirable Skills:**

- Knowledge of MS Access or other similar programmes will be an advantage.

**Application Procedure**

Please send the following documents by e-mail to [hr.sakshamplus@gmail.com](mailto:hr.sakshamplus@gmail.com) along with the following subject line as '**Monitoring & Evaluation Officer, Saksham Plus**'.

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: Counselor, Saksham-Plus**

**Total No. of positions: 17 positions.**

**Location: Mumbai** (Local applications are required.)

**Duration: March 2017.**

**Email: [hr.sakshamplus@gmail.com](mailto:hr.sakshamplus@gmail.com)**

**Remuneration CTC: Rs. 22,000/- per month.**

**Last Date for application: July 25, 2016.**

Saksham in collaboration with SHARE (Society for Health Research and Education) INDIA, Hyderabad and Centre for Disease Control, Atlanta, USA will provide additional counsellors to the Mumbai District TB Control Society. The project will be called "Saksham Plus" and the additional counsellors will augment the work undertaken by the Saksham Counsellors in Mumbai and will make it possible to saturate coverage and enhance psycho social support for TB patients.

**Terms of Reference for the position of Counselors, Saksham Plus, TISS.**

1. Register Drug Resistant (DR) TB patients for counselling services and provide regular counselling to ensure treatment adherence.
2. Undertake home visits to DR TB patients within the district for providing follow up counseling.
3. Provide counseling services to family members of the DR TB patients and refer them for TB diagnosis if required.
4. Liaise with District TB staff to monitor treatment adherence of TB patient at community level.
5. Improve TB-HIV linkages and link with ART centers.
6. Link DR TB patients to social protection schemes and other health services as required.
7. Ensure timely documentation & reporting as per program need.

8. Maintain registers and records as per Saksham, TISS guidelines.
9. Attend quarterly meetings as specified by Saksham, TISS.

**Qualifications:**

Post graduate in Social Work (Health & Mental Health or Public Health or Community Organisation)/ M.A. (Counselling or Clinical Psychology)/ Master in Public Health/ Master in Health Administration.

**Essential skills and other requirements:**

- A minimum of 1 to 3 years of work experience in health related counselling. E.g., HIV/AIDS, RCH, TB, STI, ART, suicide prevention.
- Good communication skills - written as well as spoken - in English, Hindi and local language.
- Knowledge of MS Office-Word, Excel and PPT.
- Willingness to travel within the assigned district.
- Willingness to work with TB patients and their caregivers.

**Application Procedure**

Please send the following documents by e-mail to [hr.sakshamplus@gmail.com](mailto:hr.sakshamplus@gmail.com) along with the following subject line as '**Counselor – Mumbai, Saksham Plus**'.

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