



Name of the Post: Sr. Programme Manager, Saksham Prerak

Location : Mumbai

Duration : March 2020

Email : recruitment.sakshamprerak@gmail.com

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

Date of Interview: July 6th, 2018.

Saksham Prerak, in collaboration with the National AIDS Control Programme (NACP) will build capacities of 9000 HIV counselors+30000 Auxiliary Nurse & Midwife across India. Tata Institute of Social Sciences will establish 10 Regional Training Units to conduct these training programmes. The Senior Programme Manager will lead the project.

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.

Walk-In Interview Details

Date: 06 July 2018.

Time: 10:00 AM.

Venue: Training Hall, Saksham (Global fund project), under the Old Conference hall, TISS main (Old) campus, Tata Institute of Social Sciences, Sion- Trombay Road, Opp Deonar Bus Depot, Deonar, Mumbai - 400088.

Documents required (At the time of interview): Resume & Original Educational & Experience certificates

Kindly note:

- You are requested to make your own arrangements for the travel to TISS campus and back. TISS will not provide any travel reimbursement both local and outstation.
- TISS will not provide you any accommodation for this job.
- ***Candidates who have appeared for the interview in Saksham for the post of Sr. Programme Manager in the last 3 months shall not be considered for the interview.***

Project Director

Saksham Prerak