Name of the Post: Capacity Building Specialist, Regional Training Unit- Saksham *Prerak.*

Location of the Position	: **Ahmedabad**
Regional Training unit	: **Jaipur RTU**
Duration	: **December 2020**
Email	**: recruitment.sakshamprerak@gmail.com**
Remuneration CTC	: **Rs. 45,000- 50, 000/- per month.**
Last Date for Application	**: 26th April 2020.**

Saksham *Prerak*, in with the National AIDS Control Programme (NACP) has built capacities of 9000 HIV counselors+30000 Auxiliary Nurse & Midwife (ANM) across India. Tata Institute of Social Sciences has established 10 Regional Training Units to conduct these training programmes. Each regional training unit shall cover 3 to 4 states. Trainings would be conducted at multiple locations.

Terms of Reference for the position of Capacity Building Specialist, Regional Training Unit, Saksham.

- 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
- Anchor the ANM/Counsellor training programmes.
- 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 2 years of working experience, 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 outcome.
- 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.
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Application Procedure

1. Please send following documents by email to **recruitment.sakshamprerak@gmail.com** with the following subject line **"Capacity Building Specialist, Ahmedabad".**
2. A Cover Letter specifying **"Education Qualification**", "**Years of relevant experience**" **Skype ID** should be in the cover email.
3. **CV should be sent as an attachment (Word or PDF).**
4. **Those who applied earlier may please not apply again.**

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

National Programme Director

Saksham *Prerak*