

1. Project Manager

Recruitment Qualifications	
Education	<p>S/he should be a Postgraduate in any discipline of Social Sciences preferably with 1 year experience at district level programmes related to health, livelihood programmes, rural development, microfinance, and HIV/AIDS programmes.</p> <p>Graduate in any discipline of Social Sciences subject with minimum three years' experience in development / health sector at district level programmes related to health, livelihood programmes, rural development, microfinance, and HIV/AIDS programmes.</p>
Knowledge and Skills	<ul style="list-style-type: none"> • Familiarity with government health policies and programmes Strong communication skills • Ability to work in small teams, and flexible ways of working • Proficiency in data analysis, reporting writing, case study compilation. • At least 10 days in the field visit required. • Overall management capacity to monitor, report and guide the team under him/her.
Functions / Key Results Expected	
<p>Summary of Key Functions: The Project Manager will be responsible for managing overall program in close coordination with SACS and implementing agency. He / She would be responsible to keep close liaison with Government Departments at districts level, SACS and TSU. Conduct data analysis and prepare monthly reports for review and reporting to SACS. Review the performance of TI staffs, prepare need based monthly action plan and follow up the action points, facilitate the SACS and TSU visits.</p>	
<p>Duties and Responsibilities: will be responsible for performing the following functions:</p>	
<p>Programme Management</p> <ol style="list-style-type: none"> 1. The Project Manager is the overall in-charge of the TI and is responsible for functioning of the project as per DAC operational guidelines. 2. The PM is tasked with achievement of the project deliverables as per project targets. 3. The PM will be based at the field office and organize weekly review meeting and supervise work of all other staffs. 4. Establish linkages with other referral services, stake holder meetings, and advocacy. 5. Organize in house capacity building of the other staff. 6. PM to travel to the project area / hotspots for purposes related to TI programme implementation like supervision of PE / ORWs and interaction with HRGs. PM should visit the field for about 10-15 days in month records of the field visits are maintained. 7. Assist PD to organise advocacy and linkage activities. 8. Analyse the progress of the project activities and share the same with action points in the monthly project staff meeting. 9. Assess the capacity building requirements of project staff and communicate the same with TSU and SACS. 10. Monitor the transit intervention activities where ever applicable. 11. Conduct weekly / biweekly/monthly review meetings with project staff and PEs. 	
<p>Reporting:</p> <ul style="list-style-type: none"> • Report to PD of the project and TI nodal officer in SACS and / or PO in TSU • Timely submission of monthly program performance data in SIMS/CMIS or other reporting format. • Submission of SOEs • Provide data / information required for preparation of reports. 	
<p>Training Requirements:</p> <ul style="list-style-type: none"> • Programme Management, Supervision and Monitoring Skills, Team Building Skills, Data Analysis, Community based monitoring and rapport building, advocacy and networking. 	

2. Monitoring & Evaluation Assistant cum Accountant

Recruitment Qualifications	
Education:	Graduation in Mathematics, Economics, Statistics and Commerce. Trained in basic computer software applications.
Experience:	Minimum of 2 years of work experience which includes: <ul style="list-style-type: none"> • Experience in data management, monitoring and evaluations tools, data quality checks, analysis and interpretation of data on program performance. • Maintaining financial records / accounts • Knowledge and experience in health and social development sector will be an added advantage
Knowledge and Skills	<ul style="list-style-type: none"> • Proficient in computer data management and analysis using computer software • Familiarity with government health policies and programmes Strong communication skills • Ability to work in small teams, and flexible ways of working
Functions / Key Results Expected	
Summary of Key Functions: The Monitoring and Evaluation Assistant Cum Accountant will be responsible for managing all program, physical and financial data. Update of information on daily basis, computerisation of outreach and project level data and consistency and quality checks of data, conduct data analysis and prepare monthly reports for review and reporting to SACS.	
Duties and Responsibilities: Under the direct supervision of Project Manager of TI the M&E Cum Accountancy will be responsible for performing the following functions:	
<p>Monitoring & Quality Assurance</p> <ul style="list-style-type: none"> • Computerization of outreach, clinical and project level data on daily basis. • Conduct continuous analysis of data and provide analytical report for weekly and monthly reviews • Individual tracking of HRG for project services • Identify potential problems in reported data to improve the quality data. • Conduct field visits for ensuring data quality and handholding of outreach team on MIS formats • Liaise with SACS and TSU team for program performance reporting • Preparation of SOEs and submit to PM and PD. <p>Reporting:</p> <ul style="list-style-type: none"> • Report to PM of the project. • Timely submission of monthly program performance data in SIMS/CMIS or other reporting format. • Preparation and submission of SOEs • Provide data / information required for preparation of reports. • Compile field level information for operational reports when required by SACS. • Assist in preparation, writing and editing of all reports required by SACS or TI project – for example specific Annual Report, Field Study Reports, Event reports etc. • M& E Assisant to travel to the project area / hotspots for purposes related to TI programme implementation like work with PE / ORWs and interaction with HRGs to ensure quality data capture. M&E Assistant should visit the field for about 8-10 days in a month 	
Training Requirements:	
<ul style="list-style-type: none"> • Basics of financial accounting and financial documentation. • Basics of SIMS reporting, performance indicators • MS- Excel, Power Point – for preparation of analytical reports, power point slides. • Data quality assessment at the field level, triangulation with different sets of data for data validation and quality checks. 	

3. Nurse

Recruitment Qualifications	
Education and Experience	Qualified with ANM degree from any recognized institution. Must have minimum 1 year experience with a field level health programme.
Knowledge and Skills	<ul style="list-style-type: none"> • Familiarity with government health policies and programmes Strong communication skills • Ability to work in small teams, and flexible ways of working • Proficiency in data recording/ management, report writing, case study compilation. • At least 10 days in the field visit required. • Overall management capacity to monitor, report and guide the team under him/her.
Functions / Key Results Expected	
<p>Summary of Key Functions: The ANM will be responsible for managing providing counselling and communication support to the programme in identifying individual or group behaviour including opportunities or challenges which have implication in HIV/AIDS Programme. Identify motivators or inhibitors among individuals or their family members and among groups which required to be addressed through BCC sessions by outreach team as well as through one to one or one to group counselling sessions. Ensure confidentiality while dealing with individual cases. Ensure participation in project based clinics, preferred providers clinics, health camps and would maintain patient registers, dispense medicines, demonstrate condom use, counsel on condom negotiation skills, education on NSEP, overdose prevention, abscess, OST, use of lubrication etc.</p>	
<p>Duties and Responsibilities: will be responsible for performing the following functions:</p> <p>Counselling and Behaviour Change Communication</p> <ol style="list-style-type: none"> 1. The ANM is responsible for taking individual and group sessions on HIV/AIDS, STI, safe sex and injecting behaviours, prevention of abscesses, overdose prevention, drug treatment options, OST, etc. 2. The ANM also shall engage in family counselling. 3. Demonstrate condom use, counsel on condom negotiation skills. 4. The ANM shall also be responsible for motivating the clients for regular GMC, referral of clients to ICTC, STI clinic, ART, etc. 5. The ANM shall also engage with providers of social welfare services and facilitate linkage with social welfare services. 6. The ANM shall also be responsible for orientation of ORWs on counselling techniques and coordinate the outreach based BCC and psychosocial support activities. 7. The ANM shall also look into the counselling requirement of female sex partner and spouses of IDUs and motivating them to avail the HIV related services (STI treatment, ICTC, etc). 8. In addition, s/he shall develop the BCC materials suitable for local context, follow-up clients both in DIC and in the field and maintain records as per prescribed formats. 9. The ANM would be responsible for identifying individual or group motivators or inhibitors which require to be addressed for health seeking behaviours, condom use, decline in sharing the needles/syringes, decline in domestic or group violence, addressing issues related to self-esteem, communitisation of groups etc. 10. Using the above areas the counsellor would guide the outreach team to have specific need based BCC sessions to address these issues. 11. The ANM would be responsible for management of clinics especially record keeping, management of the patient flow, visit to the clinic sites or preferred providers and dispensing of 	