

VACANCY ANNOUNCEMENT

Position: PROJECT OFFICER-CAPACITY BUILDING (PO-CB)-SAKSHAM

Duties and Responsibilities:

- Coordinate capacity building activities at 6 universities
- Design and conduct training program for Master Trainers, Counselors, Supportive Supervisors in coordination with TISS, NACO, SACS etc
- Undertake training need assessment of the stakeholders Developing training modules and deliver training programs
- Show innovation in developing various guidelines for different components of the existing program
- Supervision visit to counselors at STI/RTI, ART ICTC centers of SACS
- Manage online monitoring & evaluation and ensure timely submission of all data & reports of 6 universities to ZPM.
- Provide directions to capacity building staff (Project Assistants, & Project Officers) at 6 universities
- Ensure timely data collection, management, data verification, analysis, and report writing both (quantitative & qualitative)
- Coordinate documentation, recording, and reporting at 6 universities
- Assist with research activities
- Work under the direction of ZPM & PDs
- Extend assistance for smooth functioning of the project at all levels
- Contribute to the development of the zonal office
- Any other task assigned by PDs, ZPM, & PR

Reporting Pattern:

- Reports to ZPM and PDs

Person's Essential Specifications:

- Masters in Social Work, Psychology or Social Sciences
- 4 or more years experience in HIV/AIDS or related field
- 2 or more years experience in capacity building/training of health professionals
- Knowledgeable of national HIV program (NACO, NACP)
- Familiar with structure and function of SACS
- Experience in monitoring & evaluation
- Good report writing skills (clear & concise writing)
- Proficient with data management & analysis using MS Excel, MS Access or SPSS
- Proficient with MS Office, internet, and electronic equipments
- Capable of multitasking, providing clear & concise instructions, strategic planning & management
- Team player, efficient, balance quantity & quality of output, target & time oriented, requires minimal supervision, can deliver before time
- Punctual, respectful, positive attitude, diligent
- Positive attitude & tolerance towards marginalized population groups (PLHIVs, MSM, Sex workers, drug addicts, etc.)
- Ability to travel 25% (or more) of times mostly to Northern region or across India if needed

Desirable: MPhil or PhD in Social Work, Psychology, or Social Sciences


Director
Admn. & Finance
Global Fund-Round 7
Dept. of Social Work
Jamia Millia Islamia
New Delhi-110025

Nature of Appointment:

Contractual-Up to 31 March 2015

Salary:

Consolidated Rs. 34,600/-

Location:

The selected candidate will be posted in Saksham-Department of Social Work, Jamia Millia Islamia, New Delhi

Application instructions:

Qualified candidates should send a cover letter and a resume along with two references by email.

To apply please send your application by **July 26, 2014** to: sakshamjobs2014@gmail.com.

Point Persons: Prof N. U. Khan

Director

Admin. & Finance



**Director
Admn. & Finance
Global Fund-Round 7
Dept. of Social Work
Jamia Millia Islamia
New Delhi-110025**