

VACANCY ANNOUNCEMENT

Position: PROJECT ASSISTANT-CAPACITY BUILDING (PA-CB) –SAKSHAM

PROJECT Saksham, in the Department of Social Work, Jamia Millia Islamia is in search of suitable candidates for the positions of Project Assistant Capacity Building (PA-CB) to facilitate HIV/AIDS Training Programme under project "SAKSHAM" funded by Global Fund. The project is for a specified period till March 2015, and the appointments will be made purely on contractual basis for the specified period which will end on **March 31, 2015**. Remuneration for this position is Rs 24,956/- PM consolidated.

The eligible candidates can send their applications along with resume through email **latest by October 30, 2014**. Applications received after the closing date will not be entertained. The selected candidate needs to join immediately.

SUBMIT APPLICATION ON LINE TO: Prof N. U. Khan, Director (Admin. & Finance)

E-mail: sakshamjobs2014@gmail.com

1. Position: Project Assistant-Capacity Building (PA-CB)

Reporting: CBO and ZPM

Relevant Sectors: Training, Monitoring and data management

Location: Department of Social Work Jamia Millia Islamia, New Delhi - India

2. Roles & Responsibilities:

- Assist with capacity building activities at 6 universities
- Assist with project activities with NACO/SACS, PR, and other stakeholders
- Assist with monitoring, mentoring, supervision, and periodic evaluation at 6 universities
- Provide directions to Project Assistants at 6 universities
- Assist and manage data collection, management, analysis, and report writing
- Assist with documentation, recording, and reporting at 6 universities
- Report writing (quantitative & qualitative)
- Assist with research activities
- Extend assistance for smooth functioning of the project
- Work under the direction of ZPM & PDs
- Contribute to the development of the zonal office
- Any other task assigned by PDs, ZPM, & PR
- PA-CB reports to CBOs & ZPM

COMPETENCIES/SKILLS REQUIRED

- Masters in Social Work, Psychology, or Social Sciences
- 2 years experience in HIV/AIDS or related field
- Some experience in capacity building/training of health professionals
- Knowledgeable of national HIV program (NACO, NACPIII)
- Familiar with structure and function of SACS
- Experience in monitoring & evaluation
- Good 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, 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 (domestic) 25% (or more) of times