

02nd January, 2017



India Health Action Trust (IHAT) aims at improving public health initiatives by supporting programs nationally and globally through providing comprehensive technical assistance in program planning, management and monitoring.

IHAT has set up a Technical Support Unit (TSU) with a support of National AIDS Control Organization (NACO) to support State HIV /AIDS programs particularly Delhi State AIDS Prevention Society in the areas of achieving the NACP goals and objectives, targeted interventions, strategic planning, etc. working with core /high risk groups and bridge population.

IHAT invite applications for the following positions from competent and committed development professionals who are seeking meaningful and challenging assignments in TSU of Delhi SACS. Ideal candidate(s) should possess:-

1. Program Officer-Targeted Intervention: Position: 1, Delhi

Qualification and Experience:

Postgraduate in social sciences with at least 5-8 years' experience in the HIV field, having worked with people living with HIV and AIDS. Ability to work with a multidisciplinary team, experience with designing and developing training modules and documents and reports is useful. Knowledge of the local language and skills in computer use are essential.

Key Responsibilities;

- Monitoring/Supervision of 12 TIs every month with a minimum of 20 days on the field every month.
- Ensure all staff are recruited by TIs in consultation with SACS according to the approved plan and guidelines.
- Ensure the TIs provide the appointment letter to all staff with detailed TOR.
- Facilitation for induction training of newly recruited or transitioned TIs.
- Ensure that all the TIs have PE wise hotspot level outreach plans that are supervised by the ORWs and monthly review of all the ORWs and PEs performance is done by the chief functionary of the TIs.
- Facilitating the identification (by TI), short listing (mapping), training and establishing linkage with the preferred providers for STI services.
- Ensuring that the clinics (project owned/ PPP/ referral) follow the NACO Syndromic Case Management guidelines.
- Ensure that the TIs develop referral network for ICTC, Care & Support, TB management, STI complications, medical care, social and legal support, IDU services.
- Ensure that the TIs have setup free condom outlets at all hotspots.
- Ensure that the TIs meet the condom demand of each HRGs through outreach.
- Ensure that the TIs maintain sufficient condom stock and correspond with SACS for timely delivery.
- Ensure that the TIs utilize the funds in time and as per budget guidelines.
- Ensure that the TIs have the correct understanding of all CMIS/SIMS indicators and all TIs timely submit UCs and monthly CMIS/SIMS to SACS.
- Ensure that each TI is able to do the analysis of feedback of CMIS/SIMS data at the project and outreach level.
- Ensure that all the TIs have typology specific IEC
- Co-ordinate with the SMO to ensure that SM outlets are setup at each TI
- Facilitate rapport building with all stakeholders, co-ordination with DAPCU and other Government agencies for program support.
- Coordinate with TSU HQ and STRC to ensure all TI staffs are trained
- Develop learning sites in the district/region
- Coordinate and facilitate a monthly review meet attended by all the TIs in the region where best practices are shared, key gaps are addressed and broad plans are designed
- Assist TSU Team Leader (Targeted Intervention) in setting up a system of on-site concurrent assessment of the quality of training and grading of participants.
- Strengthen TI data through supportive monitoring and supervision.
- All field visits would be followed up with a detailed tour report to be submitted on a daily basis and a detailed report within 3 days of completion of tour

- Take up any other work assigned by the TSU Team Leader TI.

Reporting:

The officer will be reporting to the Team Leader – TI, Delhi -TSU on all issues associated with his/her work responsibilities in TSU.

2. Program Officer (Clinical): Position: 1, Delhi

Qualification and Skills & Competencies:

MBBS or/and postgraduate diploma in OBG, Pediatrics or Dermatology with 1-2 years of clinical experience after MBBS or MD in a clinical field such as General medicine, Skin & STD, Gynecology and Obstetrics, Pediatrics, or Community Medicine. Ability to work with a multidisciplinary team, experience with designing and developing training modules and ability to set up and directly provide services for the HIV infected and affected populations.

Key Responsibilities;

- To visit all the designated clinic and preferred providers in the district at least once every two month and spends 15 days in the field every month.
- Supervise and mentor every provider and designated clinic staffs for recording and reporting.
- Monitors patient wise prescription for quality of diagnosis and treatment given to patients through documentation audit. Any gaps identified are corrected and provider receives on site tutoring on correct syndromic case management.
- Provides ongoing skill building and clinical support to the non MBBS providers for imparting good quality STI/RTI care to the HRG and provide supervision in drug dispensing.
- Provides necessary support to the TI NGO in selection and placement of the preferred providers in the TI Intervention area and also provide capacity building support to all the TI NGO staffs.
- Coordinates with the private providers of the clients of the HRG and provides mentoring and ensures timely reporting from them. Scrutinizes the monthly report sent to SACS. Performs data analysis and provides epidemiological pattern of STI/RTI in the community. Facilitate TIs in report compilation from all the providers and sending monthly reports in CMIS format. Responsible for regular data flow to SACS/NACO.
- Supervises the drug and condom logistics and prevents drug and condom stock outs in the district.
- Works closely with the STI focal person in SACS and provide all necessary support in strengthening STI programme in the state.

- All field visits would be followed up with a detailed tour report to be submitted on a daily basis and a detailed report within 3 days of completion of tour

Reporting: The Programme Officer (Clinical) will be reporting to the Team Leader - TSU, Delhi TSU on all issues associated with her/his work responsibilities.

IHAT provides safe working environment for all its employees; follows the principle of equal opportunity and encourages women applicants. Physically challenged with required skills /knowledge and willing to travel are also encouraged to apply.

We will be following a systematic selection process to fill these position based on experience, competency, suitability, aptitude to work with our HIV programmes and in-depth project knowledge. Only short listed candidates will be invited for interview.

Above position(s) demand excellent communication interpersonal /computer skills and involves extensive travel. Preferences will be given to candidates who have work experience in HIV Programmes in Government / INGOs /NGOs and local candidates with required experience and skill sets.

How to apply:

Interested candidates please apply using the 'Online IHAT Application' Format by clicking on <http://ihat.in/vacancies/ihat-delhi-and-karnataka/> or visit IHAT Vacancy page at www.ihat.in The application should reach on or before 15th January 2017.

Please note that completed applications in the prescribed format will help us in shortlisting.