



**Name of the Post: Project Co-ordinator, 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. 55,000- 65, 000/- per month.  
Last Date for Application : 26<sup>th</sup> April 2020.

**Saksham Prerak, in collaboration with the National AIDS Control Programme (NACP) will build capacities of 9000 HIV counselors+30000 Auxiliary Nurse & Midwife across India. Tata Institute of Social Sciences will establish 10 Regional Training Units to conduct these training programmes.**

**Terms of Reference for the position of Project Co-ordinator , Regional Training Unit, Saksham Prerak.**

- Responsible for achieving all the programme targets
- Co-ordinate with SACS, NHM & CMO of respective states & NACO & TISS.
- Responsible for verifying and submitting training and finance reports to TISS for counsellor and ANM training.
- Co-ordination with Capacity Building Specialist to ensure planning and implementation of ANM/ Counsellor training
- Managing the logistics of counsellor & ANM training and ensuring arrangement of logistics of ANM/ Counsellor training.
- Arranging for photocopying of all training material and evaluation forms for counsellor & ANM training and ensuring arrangement of logistics of ANM training
- Arranging for the venue, accommodation and food for counsellor & other logistic & ANM trainings.
- Coordination with SACS for trainee lists and training dates ,NHM & CMO
- Collecting and verifying the travel expenditure and submitting it to the TISS for training.
- Collecting, verifying and submitting the food /hotel bills to TISS for counsellor training and ensuring arrangement of logistics of ANM training
- Anchor the training programmes for Counsellors & ensure the link between the training sessions and with the field experiences during counselling training
- Lead a team of Capacity Building Specialist & ensure training quality.

- Prepare the narrative report of the counsellor training programmes
- Any other task assigned by Senior Programme Manager/Project Director.

**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:**

- About 5 years of working experience, previous experience of undertaking training programmes for NHM /NACO staff will be given preference.

**Essential skills and other requirements:**

- Ability to strategise and implement the programme to get the expected outcome.
- Excellent organizational 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.

**Application Procedure**

1. Please send following documents by email to **recruitment.sakshamprerak@gmail.com** with the following subject line **“Project Coordinator, 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.\*\*\*\*\***

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National Programme Director,

Saksham Prerak

