



Name of the Post: Programme Manger, Saksham Pravaah

Location : Pune, Maharashtra

Duration : Upto March 2024

Remuneration CTC: Rs. 70,000-85,085/- per month.

Date of interview: June 13, 2022.

Terms of Reference for the position of Programme Manager, Saksham Pravaah.

- Plan and implement the Saksham programme in the assigned state.
- Overall responsible for meeting programme targets at the state level.
- Liaison and coordinate with State TB office for the effective implementation of TB counselling services initiated by Saksham.
- Regular liaison and coordinate with the State TB Programme staff for the implementation of TB counselling services.
- Undertake mentoring and monitoring of counsellors appointed by Saksham for programme services. Assist in developing training needs and manuals as per the programme requirement.
- Plan and implement supportive supervision for TB Counsellors appointed by Saksham.
- Monitor programme services in the field for targets and deliverables as per the plan.
- Coordinate and work together with district Programme officers for data collation and periodic assessments.
- Oversee the bills, attendance and other documentation submitted by the counsellors.
- Any other tasks as and when assigned by the Sr. Programme Manager, Saksham.

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).

Experience:

- Minimum 2-5 years of working experience at managerial level in the related field of TB counselling services or HIV/AIDS counselling or Public health and other related fields.

Essential skills and other requirements:

- Ability to strategise and implement the programme to get the expected outcome.
- Excellent organisational and administration skills.
- Good Analytical and Presentation Skill.
- Excellent written and spoken communication skills in English, Marathi and Hindi.
- 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.

Walk-In Interview Details

Date: 13 June 2022.

Time: 10 AM.

Venue: Tata Institute of Social Sciences, V. N. Purav marg, Opp. Deonar Depot, Deonar, Mumbai- 400088

Documents required (At the time of interview): Resume & Original Educational & Experience certificates.

Kindly note:

- You are requested to make your own arrangements for the travel to interview location and back. TISS will not provide any travel reimbursement both local and outstation.
- TISS will not provide you any accommodation for this job.
- You are requested to follow the appropriate COVID-19 precautions.

Sr. Programme Manager

Saksham Pravaah