



Govt. of Jharkhand
Jharkhand State AIDS Control Society
Dept. of Health & Family Welfare
Sadar Hospital Campus, Purulia Road, Ranchi
Tel/Fax – 2211018, Website – www.jsacs.org.in



Adv. No:- 06/JSACS/2018

Date:- 20.12.2018

VACANCY NOTICE

Jharkhand State AIDS Control Society, Dept. of Health & Family Welfare, Govt. of Jharkhand invites application from interested professional/candidates for the post mentioned below on purely contractual basis.

S. No	Name of the Posts	No. of Posts	Monthly remuneration (Rs.)	Type of Post
1.	Dy. Director (ICTC)	1	36,200/-	Contractual
2.	Dy. Director (CST)	1	36,200/-	Contractual
3.	Dy. Director (M&E/ Surveillance)	1	36,200/-	Contractual
4.	Joint Director (TI)	1	48,500/-	Contractual
5.	Dy. Director (TI)	1	36,200/-	Contractual
6.	Dy. Director (LWS)	1	36,200/-	Contractual
7.	Dy. Director (IEC)	1	36,200/-	Contractual
8.	Assistant Director (Youth Affairs)	1	25,000/-	Contractual
9.	Admn Officer	1	25,000/-	Contractual

The details regarding Qualification & Experience, Terms of Reference are available on the website of Jharkhand State AIDS Control Society i.e. www.jsacs.org.in.

Note:-

1. The appointment of professionals will be purely on contract basis for a period of one (1) year, which may be extended after the annual review of performance, output and desired impacts. However, the contract may be terminated in the case of unsatisfactory service.
2. The successful candidate will have to sign a contractual agreement.
3. The contract shall not confer any rights or claim of extension/absorption in the department. The candidate will have to produce an affidavit in the case.
4. The maximum age limit will be as mentioned in Letter no 7636, dated 12/10/2018 of Department of Personnel, Govt. of Jharkhand i.e 35 for Gen, 37 for BC/OBC, 38 for Women (Gen/BC/OBC), 40 yrs for ST/ST (Men/Women) and 10 yrs added for Physically Disability in all category. (Except Asst. Director (Youth Affairs)).
5. The Maximum age for Asst. Director (Youth Affairs) is 30 years as mentioned in Eligibility Criteria and Term of Reference provided by NACO under NACP – IV.
6. The selection of the candidate will be completely on the basis of Essential Qualification, Additional Qualification, Related Experience, Written Exam and Interview.
7. The Project Director, Jharkhand State AIDS Control Society, Ranchi reserves the right to cancel/postpone the recruitment wholly or partially if so required. No claim will be admissible in case of such cancellation/postponement.

8. The professionals/candidates who fulfill the above criteria may send their application (with self attested copy of the proof of age, qualification and experience with contact numbers & email Address) in the prescribed format to the address of **“The Project Director, Jharkhand State AIDS Control Society, Dept. of Health & Family Welfare, Govt. of Jharkhand, Sadar Hospital Campus, Purulia Road, Ranchi – 834001**
9. Last date of receiving the application is 10.01.2019 till 5:00 pm.
10. The envelop containing the application should be super-scribed as “Application for the Post of”.
11. Application form received after the last date will not be considered. JSACS will not be responsible for any postal delay.
12. All disputes will be subject to jurisdiction of Hon’ble High Court, Jharkhand.

Sd/-
Project Director

Govt. of Jharkhand
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Application for the post of:

1. Full Name (In Block Letters) :
2. Father's Name:
3. Date of Birth:
4. Address for correspondence (With PIN code):

AFFIX YOUR RECENT
PASSPORT SIZE
COLOUR PHOTO
HERE

5. Permanent Address (With PIN code):

6. Mobile No:
7. Email Address:
8. Category (ST/SC/BCI/BCII/GEN):
9. Gender (Male/Female):
10. Nationality:
11. Language known:
12. Aadhar No:
13. Educational Qualification:

Examination Passed	Name of the Institute/University	Subject Studied	Month & Year of Passing	% of aggregate mark

14. Professional Qualification:

Examination Passed	Name of the Institute/University	Subject Studied	Month & Year of Passing	% of aggregate
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15. Particulars of Experience:

Name of the Department /Organization served	Designation	Period of Service		Experience		Nature of duties performed
		From	To	Years	Months	
Total Experience						

NOTE:- Enclose Self Attested Copies of:

- a) Proof of Age
- b) Educational & Professional Qualifications Certificates.
- c) Experience Certificates
- d) Other Certificates

DECLARATION

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. In the events of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirement, my application may be summarily rejected. I am physically sound to discharge the duty to be assigned & undertake to abide by all the terms & conditions of the recruitment as decided by the competent authority.

Place:

Date:

Signature of the Candidate

THE DETAILS OF DESIRED QUALIFICATION, EXPERIENCE & TERMS OF REFERENCE

1. DY. DIRECTOR (ICTC)

Qualifications & Experience	Terms of Reference
<p>MBBS with PG Degree/Diploma in Community Medicine/PSM/Community Health Administration or equivalent in public health fields with minimum 2 years experience after MBBS including PG Degree/Diploma duration OR MBBS with 5 years experience, preferably in public health care systems OR M.Phil (desirable PhD) degree in Psychology/Social Work/Sociology/Clinical Psychology/Medical Microbiology with minimum 3 years experience after M.Phil or 2 years experience after PhD</p>	<ol style="list-style-type: none"> 1. Monitor and supervise the implementation of ICTC/PPTCT/HIV-TB programme in the state. 2. Plan and supervise the implementation of scale up plan for ICTC services to the level of CHCs, 24 hrs PHCs and Private Sector Health Institutions. 3. Make regular field visits to ICTCs in the state, especially to poorly performing centres. 4. Organize quarterly review meetings of District Supervisors and all Counsellors of ICTCs. 5. Liaise with senior officials of the National Rural Health Mission (NRHM) and regularly conduct coordination meetings. 6. Liaise with the State TB officer and conduct meetings of the State HIV-TB coordination committee every quarter. 7. Organize steering committee meetings every quarter for Global Fund projects. 8. Organize quarterly review meetings of Project Coordinators and Outreach Workers of all NGOs doing outreach work for PPTCT/HIV-TB. 9. Supervise the selection and training of counsellors and LTs for ICTCs. 10. Supervise the selection and training and posting of district coordinators for ICTCs in A and B category districts. 11. Monitor the quality of training/capacity building being imparted in institutions of excellence identified by NACO for training of counsellors and LTs from the state. 12. Prepare the state annual physical and financial plan for ICTCs 13. Make annual forecast of rapid test kits and consumables and prophylactic Nevirapine required for ICTCs 14. Assist the Project Director in preparing replies to Legislature/Parliament Questions, reports to various Departments of the State Government including the Health and Family Welfare Department on issues pertaining to ICTC/PPTCT/HIV-TB. 15. Supervise the work of the Assistant Director (ICTC) and other members of the ICTC team such as PPTCT M & E Officer, HIV-TB Consultant, NGO Coordinator.

2. DY. DIRECTOR (CST)

Qualifications & Experience	Terms of Reference
<p>University degree in Medicine / Nursing/ /Masters or diploma in Public Health or</p>	<ol style="list-style-type: none"> 1. Ensure implementation of CST Services as per prescribed Operational Guidelines for CoE, p CoE, ART plus, ART centres, LAC plus, LAC and CSC under guidance of JD CST 2. To compile the monthly ART centre reports from all the centres and help JD CST

<p>Health Management /Masters in Social Work or in any other relevant field with minimum 5 years of experience in Health sector.</p>	<p>in analyzing the same.</p> <ol style="list-style-type: none"> 3. Supervision and monitoring of ART implementation in the State 4. Compile and forward data to NACO in prescribed format 5. Help JD CST in identification of ART teams and organizes their sensitization on ART Services 6. Help JD CST in coordination of ART services with active participation of NGOs and PLHIV networks 7. Organize training of various personnel involved in ART services under the guidance of JD CST 8. Establishment and monitoring of Link ART Centres following NACO criteria and guidelines 9. Responsible for printing of registers, forms, records required for ART Centre and LAC as per Procurement guidelines of NACO under the guidance of JD CST 10. Strengthening of linkages between ART centres and ICTCs 11. Coordinate within SACS with the Basic Services Division to ensure maximal linkages with ICTC, PPTCT (including EID) and HIV-TB under the guidance of JD CST 12. To support JD CST in developing clear targets, with time lines, determine resource requirements and assist in establishing the program management and information systems for scaling up ART as part of the comprehensive HIV/AIDS Care and treatment programme 13. To compile the monthly drug summary sheets from all the ART centres and help JD CST in analyzing the same. 14. Focal point for supply and utilization of ARV drugs, relocations and monitoring of stocks of ARV drugs and coordination with NACO to avoid any drug stock outs or expiry of ARV drugs 15. Monitor procurement, supply and availability of OI and PEP drugs 16. Supervision and Monitoring of CSC in the State following NACO guidelines 17. To undertake regular visits to service delivery points (share sites visited with JD CST and AD CST to avoid duplication for assessment of: o Facilities : ART Centres, Link ART centres & CSCs, Laboratories for CD4 testing including supply of CD4 kits. 18. Strengthening Linkage between ARTC and CSC 19. Any other duty assigned by JD CST. DD CST will work under guidance of JD CST. In the States where there is no JD CST, DD CST will be the in charge of CST.
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3. DY. DIRECTOR (M&E / SURVEILLANCE)

Qualifications & Experience	Terms of Reference
<p>MD/DNB (Community Medicine)/ Masters in Public Health/ Masters in Health Administration/ Masters in Applied Epidemiology 3-5 years experience in the field of public health Working knowledge of computers including MS office package and SPSS</p>	<ol style="list-style-type: none"> 1. Administrative head of SIMU at SACS 2. Overall responsible for all the SIMU activities in the state including Monitoring & Evaluation, Surveillance, Research and data analysis. 3. Develop annual action plan for SIMU activities in the state during each financial year 4. Implement all the activities as per the annual action plan approved by NACO, with the support of Epidemiologist & M&E Officers 5. Manage budgets and finances related to SIMU activities under the annual action plan and ensure timely booking of expenditures in CPFMS 6. Manage procurement & supply of material required for Surveillance activities as per the directions of NACO, from time to time 7. Organise trainings under Surveillance & M&E as per the annual action plan and directions of NACO, from time to time; act as resource person 8. Release budgets to HSS Sentinel Sites and Testing Labs as per the approved norms, obtain UC & SOE and settle the accounts in a timely manner

<p>Desirable Knowledge of epidemiological analysis, modeling and biostatistics Past experience of working in HIV/AIDS programme or projects under government or bilateral/ multi-</p>	<ol style="list-style-type: none"> 9. Advertise and recruit for vacant positions in SIMU at SACS; Coordinate with NACO for relevant administrative approvals 10. Guide, supervise and handhold the M&E assistants in DAPCUs in the state 11. Monitor all the routine programme reporting from various reporting units in the state through SIMS, supervise & handhold RUs to ensure 100% reporting every month in time 12. Identify and address all M&E requirements at the reporting units in the state including training of new staff in reporting formats & SIMS, ensuring access to computer & internet, necessary administrative approvals at facility level for smooth reporting, etc. 13. Review and analyse monthly programme data with the support of Epidemiologist & M&E Officer and bring out monthly/ quarterly/ annual SIMS bulletins 14. Bring out annual surveillance reports, M&E bulletins and other analytical publications from SIMU at SACS 15. Participate in all national & regional level meetings related to SIMU as specified by NACO from time to time 16. Undertake operational research activities of programmatic relevance 17. Undertake regular analysis of various data at state level to provide meaningful recommendations to the programme implementation from time to time 18. Carry out any other work assigned by the reporting officer from time to time
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4. JOINT DIRECTOR (TI)

Qualifications & Experience	Terms of Reference
<p>Post graduate degree in Social Science (Sociology/ Anthropology/ Psychology/ Social Work/ Public Admin) from a recognized university with 8 years experience in Social development sector including 4 years working experience in HIV/AIDS sector at State level</p>	<ol style="list-style-type: none"> 1. Promote the involvement of NGOs/CBOs in targeted intervention / HIV / AIDS intervention programme 2. Plan and ensure the saturation of coverage of 'core target and Bridge population" through scaling up of TIs 3. Conduct regular field visits to Monitor the progress of the TI projects and facilitate the technical inputs to the NGO/ CBO partners from time to time. 4. Identify the training needs of each TI and facilitate programme in collaboration with TSU 5. Maintain regular liaison with all stakeholders (government, civil society/NGO and donors) 6. Monitor progress of TI as per financial and physical indicators 7. Conduct quarterly meetings with TI NGOs at state or regional level. 8. Periodic appraisal of the progress and reporting in the form of monthly reports. 9. In consultation with M&EO, maintain, update and retrieve database of information generated from implementing partners. 10. Ensure the performance appraisal of TI project staff through implementing NGOs along with annual review process. 11. Preparation of Training Plan. 12. Ensure the targets are achieved as per approved AAP. 13. Ensure deliverables from other officers in TI Division . 14. submit required reports/ documents to DAC and attend review and other meeting conducted by DAC.

5. DY. DIRECTOR (TI)

Qualifications & Experience	Terms of Reference
<p>Post graduate degree in Social Sciences(Sociology/ Anthropology/ Psychology/ Social Work/ Public Admin.) from a recognized university with 5 years experience In Social development sector including 2 years working experience HIV/AIDS sector at State.</p>	<ol style="list-style-type: none"> 1. Promote the involvement of NGOs/CBOs in targeted intervention / HIV / AIDS intervention programme 2. Plan and ensure the saturation of coverage of 'core target and Bridge population" through scaling up of TIs 3. Conduct regular filed visits to Monitor the progress of the TI projects and facilitate the technical inputs to the NGO/ CBO partners from time to time. 4. Identify the training needs of each TI and facilitate programme in collaboration with TSU 5. Maintain regular liaison with all stakeholders (government, civil society/NGO and donors) 6. Monitor progress of TI as per financial and physical indicators 7. Conduct quarterly meetings with TI NGOs at state or regional level. 8. Periodic appraisal of the progress and reporting in the form of monthly reports. 9. In consultation with M&EO, maintain, update and retrieve database of information generated from implementing partners. 10. Ensure the performance appraisal of TI project staff through implementing NGOs along with annual review process. 11. Preparation of Training Plan. 12. Ensure the targets are acheived as per approved AAP. 13. Ensure deliverables from other officers in TI Division . 14. submit required reports/ documents to DAC and attend review and other meeting conducted by DAC.

6. DY. DIRECTOR (LWS)

Qualifications & Experience	Terms of Reference
<p>Masters in Social Science/ Social Development/Public Health/Health Administration from a recognized university. Minimum 5 yrs (Preference will be given to persons having experience of working in the HIV/AIDS projects run by NACO/SACS/TSU/DAPCU. The candidate should have working knowledge of computers including MS office package).</p>	<ol style="list-style-type: none"> 1. Coordinate the selection and appointment of district level Implementing NGOs based on the agreed upon terms and conditions of SACS and NACO. 2. Conduct regular filed visits to monitor the progress of the LWS programme and facilitate the technical inputs to the NGO/ CBO partners from time to time 3. Ensure and coordinate the mapping/SNA of target villages, development of District Implementation Plan 4. Facilitate selection of DRPs and Supervisors and their involvement in the implementation of LWS 5. Facilitate appointment of in house staff as agreed upon in the agreement. 6. Develop ToTs to provide further training to the staff of the Implementing NGO. Identify the training needs of each Implementing NGO and facilitate training in collaboration with STRC/TSU 7. Ensure and coordinate selection of Link Worker following the norms prescribed in the LWS Operational Guidelines. 8. Ensure that the requisite systems of monitoring and supervision is followed 9. Monitor progress of Implementing NGO as per financial and physical indicators 10. Conduct quarterly joint meetings with Implementing NGOs at state level. 11. Coordinate with Accounts Officer to ensure smooth flow of funds to the Implementing NGO and ensure fund management at SACS level.

	<p>12. Coordinate with DRP of the Implementing NGO to ensure timely receipt of SIMS reports and also ensure proper analysis and use of information. Ensure that these reports are forwarded to NACO after proper review at SACS level.</p> <p>13. Ensure timely submission of financial and programme performance reports to NACO.</p> <p>14. Ensure coordination with other allied departments including various divisions of SACS/TSU/DAPCU/NACO for effective implementation of the scheme through networking and regular meeting with concerned officers.</p> <p>15. Ensure development of work plans for DRPs and regular review of their progress. Make supervisory field visits and monthly review activities at district level.</p> <p>16. Maintain regular liaison with all stakeholders (government, civil society/NGO and donors)</p> <p>17. Any other work assigned by Senior Officers.</p>
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7. DY. DIRECTOR (IEC)

Qualifications & Experience	Terms of Reference
<p>PG Degree from a recognized university/institute. Or MBA Min 5 yrs exp in the field of developmental/health communication including planning and implementation in of IEC campaign B. Desirable : PG Degree/ PG Diploma in Mass Communication Exp in the field of advertising . Experience in preparation of Audio Visual Aids and display material in a responsible position, Knowledge of AV Media & proficiency in handling audio-visual aids for training purposes. Knowledge of modern training techniques. Working knowledge of local language .</p>	<ol style="list-style-type: none"> 1. Assist in preparation of Annual Action Plan as per IEC strategy under NACP IV and ensure its implementation 2. Assist in organizing development of IEC materials, its dissemination and availability at different service points 3. Development and implementation of state specific mid media, out- door , and events at state and district level 4. Undertake supervisory field visits to monitor and evaluate IEC programmes 5. Any other activity related to IEC as assigned from time to time

8. ASST. DIRECTOR (YOUTH AFFAIRS)

Qualifications & Experience	Terms of Reference
<p>Master's degree in sociology/social work /humanities from a recognized institution Desirable: Member of NSS for 3 Years/C certificate holder of NCC. Maximum Age 30 years .</p>	<ol style="list-style-type: none"> 1. Create a youth profile in the context of HIV, keeping in mind their vulnerability factors 2. Design interventions for creating awareness for behaviour change and enhancing access to services 3. Implement specific district-based programmes for vulnerable youth at the community level 4. Mobilize support of multiple stakeholders like key Government Ministries /Departments, Corporate sector and Civil society organizations and establish systems that will sustain initiatives being undertaken 5. Coordinate youth programmes being implemented by donors, other Government Departments etc. 6. Monitor programme activity and achieve indicators laid down 7. Provide technical inputs in preparation of the HIV related IEC for the Youth 8. Facilitate the formation of Red ribbon clubs in the State 9. Undertake field trips at district /village level to monitor the implementation and identify the gaps/needs.

	10. Provide support to national initiatives on Youth 11. Facilitate in the implementation of the Link Worker Scheme in the districts 12. Coordinate with various State Youth agencies (Government and Non government) to conduct HIV awareness among the youth
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9. ADMINISTRATIVE OFFICER

Qualifications & Experience	Terms of Reference
Masters/Bachelors Degree in any discipline; At least 3 years professional work experience in providing administrative support; Knowledge of effective government procedures and practices will be an added advantage; . Knowledge and experience in using appropriate software and other computerized Microsoft office; and Ability to organize and prioritize workloads, meet deadline and targets	Administrative Officer shall work under the direct supervision of the PD/APD and carry out following responsibilities: 1. Manage administrative function and establish internal administrative systems and controls; 2. Ensure the safety and security of the city office premises including its maintenance and upkeep; 3. Liaison with agencies for maintenance of office assets viz., telephone, fax, computers, printers, etc.; 4. Ensuring timely verification and submission of bills of administrative expenses viz., telephone, water & electricity etc. 5. Liaison with government departments like Corporations, Income Tax, VAT, Service Tax Department etc on behalf of the SACS; 6. Identify vendors, obtain and evaluate quotes, negotiate prices, prepare purchase orders and contracts, maintain stock and inventory registers scrutinize and process bills for payment; 7. Ensure timely renewal of contracts for ACs, security, cleaning, etc. 8. Provide regular progress report to the reporting officer and to DAC ; and 9. Carry out any other works as required by the project