**JOB DESCRIPTION OF MULTIPLE POSITIONS**

We invite applications from eligible candidates for **Multiple Positions** for (PPTCT) Prevention of Parent to Child Transmission project**.** Following are the brief of job profile:

**About HLFPPT:**

HLFPPT is a not-for–profit organization promoted by HLL Lifecare Ltd implementing programs on reproductive & child health, HIV & AIDS prevention and care in partnership with international development agencies, State governments and Ministry of Health & Family Welfare, GOI. For more information, visit website [www.hlfppt.org](http://www.hlfppt.org)

HLFPPT as Sub-Recipient to Plan India will implement Prevention of Parent to Child Transmission project with support from GFATM in the state of Bihar, Odisha & Chhattisgarh in 58 districts.  The objective of the project is to increase utilization of services of PPTCT that are offered through Government operated facilities, by pregnant women.  The main objectives of the project are: -

1. To ensure that pregnant women are tested for HIV and the result known
2. To ensure that positive pregnant women are provided with ARV prophylaxis for prevention    of vertical transmission of HIV
3. To ensure that infant born to HIV+ve women are provided with ARV prophylaxis and  tested for HIV within 2 months of birth

**Job Title: PROJECT COORDINATOR**

**Location: Bhubaneswar-Odisha, Patna-Bihar, Raipur-Chhattisgarh**

**Reporting to: Head TSD**

**Division: PPTCT- Technical Services Division**

**Remuneration:** **Salary will commensurate with experience of the candidate and past salary drawn.**

**JOB SUMMARY:**

The Project Coordinator will be primarily responsible for the programmatic implementation of the project in coordination with front line NFM health workers, Supervisors and Outreach Workers in the assigned districts.  He/She will also work closely with the M & E Officer/Coordinator of organization who is in charge of the M & E portfolio of the project.

The Project Coordinator will be the lead for the project representing SR and thus be responsible for managing and providing programmatic and operational support to the Supervisors and Outreach Workers. He/She will also be responsible for the time to time mentoring, capacity assessment of Supervisors and Outreach workers, promoting innovation in outreach and documentation of good practices of the project.

The Project Coordinator will be responsible for the results of his/her team, supporting his/her organization in ensuring the overall welfare and success of the PPTCT project.  S/he will also be responsible for coordinating within the implementation team working on the project including providing inputs for recruitment, appraisal and personal development support for the project staff.

**Key Roles and Responsibilities:**

1. **Project Management and Development**
* Lead, support and manage the development and implementation of outreach strategies in the field
* Support the organization in managing the budget of the project
* Contribute to the development and implementation of effective field level monitoring, review and evaluation strategies and activities for the project against agreed project deliverables
* Work with other members of the project especially those working on M & E and Finance, preparing and submitting programme and other reports to the Principal Recipient – Plan India.
* Verify all the MIS related documents submitted by district level supervisors, authenticated by M&E officer before storing the data and make it audit ready
* Submitting the State level Monthly report (SMR), State level Quarterly Report (SQR), State level Quarterly Narrative report
* Analyse and document the progress, impact, challenges and lessons learned of the project
* Maintain and coordinate effective relationship with the PR and other development partners at district level
* Ensure effective coordination with the SACS and NHM programme division
* Establishing effective coordination with the State and district level PLHIV networks
* Organising review meetings on desired interval under programme mandate
1. **Capacity Building and programmatic support to the grass root level staff**
* Assess the programmatic and technical support needs of the grass root level staff members
* In coordination with the team members, identify needs relating to key deliverables under the project
* Lead on developing outreach strategies and guidelines
1. **Team Planning and Development**
* Contribute to the planning, co-ordination and implementation of the project work plan
* In collaboration with senior management of his organization and PR staff, develop strategic direction and work plans (as appropriate) for the project
* Lead the team, through continuous encouragement, setting clear work/activity plans and close monitoring on the quality aspects of deliverables through a lead by example approach

**Qualification/Work Experience: Master**’s degree in social sciences, health or development field (or equivalent). Graduate with relevant experience would be considered. At least 4 to 6 years of relevant project management experience in the health or development sectors, including at least 3 years middle management experience. 2 years’ experience of working in health, especially on HIV, PPTCT or MCH related programme, Care Support Programmes, will be preferred. Willingness to travel extensively to the districts and blocks.

**Job Title: District Officer-PPTCT**

**Location: Bhubaneswar-Odisha, Patna-Bihar, Raipur-Chhattisgarh**

**Reporting to: Project Coordinator**

**Division: PPTCT- Technical Services Division**

**Remuneration:** **Salary will commensurate with experience of the candidate and past salary drawn.**

**Job Purpose:**

Manage overall grass root level implementation of the project in the assigned districts of Bihar, Odisha & Chhattisgarh.

**Key Roles and Responsibilities:**

* Guiding and mentoring the Outreach Workers
* Participate in district level planning of outreach strategies
* Day to day supervision of the outreach work undertaken by the Outreach Workers
* Coordinate with frontline health workers such as ANMs, MPWs, AWWs and ASHA for ensuring referrals and testing of pregnant women for HIV testing
* Maintain rapport with local health units and facilitate access to services
* Coordinate with District AIDS Prevention and Control Units (DAPCU), National Health Mission (NHM), ICTCs and ART centres
* Establish linkages with other HIV related programs such as Link Workers Schemes, Targeted interventions and ‘Vihaan’ Care & Support Centres
* Coordinate with District Level PLHIV networks for ensuring referral of HIV positive pregnant women for prophylaxis and for Care and support infants born to HIV positive mothers
* Receive and compile reports of work done by ORWs
* Monitor and assure a minimum standard of output expected of ORWs
* Coordinate at district level for delivering activities of the project
* Coordinate with the project functionaries of Sub-Recipient
* Verify MIS documents maintained by ORW, authenticate as per audit guideline and transfer it into electronic version every week.
* Carry out Data Quality Assurance in the district
* Develop the district wise weekly report consolidating the report from ORW
* Develop and submit the District wise Monthly report consolidating the weekly report

#### Qualifications

* Bachelor’s degree/MSW, social sciences, health or development field (or equivalent)
* At least 3 to 5 years of relevant project management experience in the health or development sectors, including at least 2 years middle management experience
* 2 years’ experience of working in health systems with PPTCT or MCH related programme, will be preferred.
* Demonstrated knowledge and understanding of development issues and HIV epidemic(s) in India, particularly in relation to PPTCT. Willingness to travel extensively to the districts and blocks.

**Job Title: M & E OFFICER-PPTCT**

**Location: Bhubaneswar-Odisha, Patna-Bihar, Raipur-Chhattisgarh**

**Reporting to: Project Coordinator**

**Division: PPTCT- Technical Services Division**

**Remuneration:** **Salary will commensurate with experience of the candidate and past salary drawn.**

**JOB SUMMARY:**

The Monitoring & Evaluation Officer will be based in the respective State and primarily responsible for managing the programme evaluation and analysis of the project in the assigned State/s.

The M & E Officer will be responsible for providing programmatic, M & E support to the grass root staff members and Project Coordinator in the state/s provide assistance for project evaluation and analysis to the PR team.  The candidate must have very strong monitoring and evaluation background.

**Key Roles and Responsibilities:**

* Support the implementation of M & E plan of the project in the State/s
* To ensure timely submission of Monthly and Quarterly report to PR
* Collection and analysis of data from the field and ensure the quality and authenticity of the data
* Carry out the data quality audit at state and district level
* Contribute to the implementation of effective monitoring, review and evaluation strategies and activities for project against agreed project deliverables
* Maintain up to date accurate records on MIS data and programme indicators at all levels
* Support the compilation of information, including quarterly and annual reports and review and re-planning reports
* Support the development of tools and resources for use by SR at state level monitoring
* Prepare MIS data at state level
* Support the Project Coordinator in collection and compilation of information related to project deliverables
* To do periodic site visits for monitoring of project records and building the capacity of district level staffs
* In consultation with the Project Coordinator, represent SR in appropriate district level forums

#### Qualifications

* Degree in Economics, Statistics, Population Studies (Demography), public health or development field (or equivalent) with at least 3 to 4 years of relevant monitoring and evaluation experience in the health or development sector.
* At least 2 years working in HIV prevention programmes or MCH related programme, including experience working with PLHIV and other marginalized groups. Working experience on analytical software packages (SPSS/STATA).   Good understanding of developmental issues and the HIV epidemic in the project area

 Willingness to travel extensively.

**Job Title: Outreach Officer-PPTCT**

**Location: Bhubaneswar-Odisha, Patna-Bihar, Raipur-Chhattisgarh**

**Reporting to: District Officer**

**Division: PPTCT- Technical Services Division**

**Remuneration:** **Salary will commensurate with experience of the candidate and past salary drawn.**

**JOB SUMMARY:**

ORW will lead the field activities of the project.  They will identify and facilitate referrals of pregnant women for HIV testing.  In coordination with the frontline health workers they will support the pregnant women to access HIV testing facilities.  The ORWs will also coordinate with PLHIV network to ensure that Care and support are provided to the HIV positive women and their infants for prevention of vertical transmission of HIV.

**Key Roles and Responsibilities:**

* Support the implementation of M & E plan of the project in the State/s
* To ensure timely submission of Monthly and Quarterly report to PR
* Collection and analysis of data from the field and ensure the quality and authenticity of the data
* Carry out the data quality audit at state and district level
* Contribute to the implementation of effective monitoring, review and evaluation strategies and activities for project against agreed project deliverables
* Maintain up to date accurate records on MIS data and programme indicators at all levels
* Support the compilation of information, including quarterly and annual reports and review and re-planning reports
* Support the development of tools and resources for use by SR at state level monitoring
* Prepare MIS data at state level
* Support the Project Coordinator in collection and compilation of information related to project deliverables
* To do periodic site visits for monitoring of project records and building the capacity of district level staffs
* In consultation with the Project Coordinator, represent SR in appropriate district level forums Assist in conducting need assessment at village and block levels
* Reach out to the un-reached Pregnant women with information and skills relevant to PPTCT prevention and risk reduction.
* Provide relevant information regarding using innovative means that are contextually, locally and culturally appropriate
* Work towards reducing stigma and discrimination in the community by facilitating involvement of HIV positive people, community groups like ANM, AWW, ASHA, SHGs, PRI and VHC
* Advocate with identified stakeholders for creating an enabling environment (and reducing stigma and discrimination).
* Maintain rapport with local health units and facilitate access to services.
* Support District Level Supervisor on community mobilization and mid media activities
* Conduct field visits and participate in the following awareness generation activities:
* Contact pregnant women at Primary Health Centres who are registered in the ANC
* Day to day contact with frontline line health workers for referral of pregnant women for HIV Testing
* Referral of HIV positive pregnant women for ensuring provision of ARV prophylaxis
* Coordination with PLHIV network and HIV positive pregnant women for ensuring Care and support for the mother and the infant including viral test for the HIV exposed infants
* Coordination with other HIV project functionaries in the district
* Home visits as per need of the beneficiaries
* Conduct BCC sessions with pregnant women and their partners (One-to one and one to group)
* Participate in mid-media activities
* Outreach to reach out to community and family members with PPTCT messages
* Provide information to family members and partners of pregnant women on PPTCT
* Develop weekly and monthly work plans, including details of activities such as outreach, home visits, follow up, advocacy events, visit to PHCs, and interact with frontline health workers, facilitating and participation in Group meetings of pregnant women
* Document outreach activities and other works undertaken in prescribed MIS tools and submit to the District Supervisor once in a week
* Liaise with community leaders, local clubs and other organizations to enhance their involvement in the program

#### Qualifications

* At least completed Class 10th and preferably reside in selected district. At least 3 to 5 years of relevant experience in the health or development sectors, including at least 2 years supervisory roles; working experience of HIV will be preferred. Ability and skills to coordinate with village health functionaries such as ANM, ASHA, AWW, VHSC etc and other HIV service providers such as ICTC/PPTCT/ART centre.  Willingness to travel extensively. ORWs will be required to travel extensively – at least 80% travel time is expected.

**Job Title: Account & Admin. Officer -PPTCT**

**Location: Bhubaneswar-Odisha, Patna-Bihar, Raipur-Chhattisgarh**

**Reporting to: State Project Coordinator**

**Division: PPTCT- Technical Services Division**

**Remuneration:** **Salary will commensurate with experience of the candidate and past salary drawn.**

**Key Roles and Responsibilities:**

* Account & Admin. Officer will be specifically responsible for the monitoring and financial management of funding and timely disbursement of salary and field expenses.
* Work closely with the Finance team in HLFPPT for the PPTCT project budget; work plan, grants disbursement and audits.
* Regularly monitor the financial performance at State level
* Work with the Programmes Team to design budgets and reporting forms that reflect programmatic goals and also ensure grant funds are effectively utilised against programme deliverables.
* Maintain clear understanding of donor and local legislation regulations.
* Overall responsible for maintaining the books of accounts for the PPTCT project in State/s and manage day today transactions.
* Maintain daily records of cash receipts and disbursements including preparation of receipt payments and general journal vouchers
* Recording of all transactions in computer based accounting system (Tally) in accordance with generally accepted accounting practices and ensure proper documentation of all transactions; and maintain files of all supporting documentation for accounting entries.
* Ensure timely payment of payment requests from vendors, partner organisations, etc. in connection with all programme related activities
* Ensure timely deduction of various taxes and timely deposit with the Government authorities.
* Ensure the systematic maintenance and storage of records and review of vouchers.
* Responsible for office management and supply.
* Support in procurement, printing maintenance for PPTCT project.

#### Qualifications

Bachelor in Commerce with at least 3 years of experience in the accounting field. At least 2 years' relevant experience in an NGO or health sector. The criteria for selection will be relaxed for members from PLHIV or key population group with relevant experience and calibre and final decision lies with the interview panel

Demonstrated experience of computerised accounting, especially Tally. Ability and willingness to undertake extensive travel; primarily within the State/s. Fluent in English and Hindi (other local language)

Women candidates are encouraged to apply.

**Pls. Note: Candidates interested are requested to send their detailed CV mentioning  position“<Job Title>    and     <location>”** **in the subject line of the E- Mail on or before November 14, 2015 at** **nrajput@hlfppt.org****.**

**Regards,**

|  |
| --- |
| **HLFPPT Logo****Shoumen Paul** |
| Sr. Manager-Human Resources (I/C) |
| **HLFPPT** |
| **(A trust promoted by HLL Lifecare Ltd.)**2nd Flr. HLL Life care Bldg., B/14-A,Sector-62, NOIDA-201307 |
| T: +91 120 4673600  W: [www.hlfppt.org](http://www.hlfppt.org/) |