

9<sup>th</sup> April, 2019



**‘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. Team Leader -Technical Support Unit: Position: 1, Delhi**

**QUALIFICATION (Essential):**

- Doctor of Philosophy (PhD)/ Master degree in Community Medicine / Masters in Public Health, Masters in Social Sciences or any other relevant and equivalent discipline
- Minimum 7 to 11 years’ experience in managing HIV prevention programs.
- The incumbent must have experience in leading/ handling large scale TI programs and working experience in a Govt. set up, NGOs and CBOs.

**JOB RESPONSIBILITIES:**

- Overall in charge of TSU.
- Technically support SACS in mapping and site validation of HRGs and bridge population.
- Support SACS in strategic planning of programs based on mapping, need assessments and gap analysis.

- Provide technical support to SACS and DAPCU for preparation of evidence based Annual Action Plan.
- Develop district categorization and district wise implementation plans.
- Develop monthly/ quarterly work plan for TSU along with budget and quarter wise deliverables.
- Coordinate and facilitate coordination with DAPCUs on Tis.
- Liaising with SACS, government and other agencies.
- Coordinate reviews of the monthly plans by SACS.
- Coordinate reviews of the monthly plans by PD, SACS with TI division SACS and TSU team.
- Provide supportive supervision to Team Leaders (Training and Targeted Intervention) and Program officers (including TI, STI, M&E & Communication & Advocacy).
- Assess capacities of TSU team members and build their capacity to improve program qualities.
- Identify innovations in the field and facilitate knowledge sharing among SACS partners.
- Provide technical support to TIs with a minimum of 10 days on the field. A detailed tour report to be submitted on a daily basis and complete report within 3 days of completion of tour.
- Identify and develop linkages between TIs for HIV services viz. ICTC, STI clinics, ART centres and CCC.
- Coordinate with Condom Social Marketing Organizations to ensure consistent supply of condoms.
- As member of the TSU Monitoring Committee, coordinate the quarterly TSU Monitoring Committee meeting.
- Submit Quarterly / Annual progress report/ Annual report to SACS, NTSU.
- Supervise TSU admin and finance in TSU.
- Supervise documentation of good practices and disseminate the same through various forums.

### **PERSON SPECIFICATION AND COMPETENCIES**

- Experienced at leading large and diverse teams (more than 20 people) and has worked at the state or national level.
- Experience in working with government and non-government agencies at national, state and district levels with success in leveraging and linking with services and schemes provided within these sectors.
- An out of box thinker, able to implement innovative ideas & and possess good negotiation, communication, analytical and documentation skills in English and local language.
- Excellent English language communication skills both written and spoken are essential.
- Excellent analytical, problem solving and decision making skills
- Proven managerial and leadership skills. Demonstrated mentorship and team building skills
- Should be familiar with the organization and functions of the state and local public health systems/ SACS.
- Coordination and liaison skills. Proficiency in computers

- Passion to work for the cause of HIV /AIDS and openness to work with the vulnerable community, High risk groups and PLHAs.
- Previous experience in working with the state is desirable.
- Readiness to travel and relocate oneself is expected.

**Reporting:** The Team Leader – TSU will be reporting to the Project Director – Delhi SACS and the Managing Trustee of IHAT, Bangalore

**Salary range:** The salary for the Team Leader – TSU position in the range of CTC of Rs. 60,000/- to Rs. 72,000/- per month which will be fixed based on qualification, overall experience, relevant experience, interview performance etc.

**IHAT provides safe working environment for all its employees; follows the principle of equal opportunity and encourages women applicants to apply. Physically challenged candidates with required skills /knowledge and willingness 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 demands excellent communication interpersonal /computer skills and involves extensive travel. Preferences will be given to local candidates who have work experience in HIV Programmes in Government / INGOs /NGOs.**

### **How to apply:**

**Interested candidates may please apply using the ‘Online IHAT Application Format’ by clicking on <http://ihat.in/vacancies/ihat-delhi/> or visit IHAT Vacancy Page at [www.ihat.in](http://www.ihat.in) on or before 28<sup>th</sup> April, 2019. Please note only shortlisted candidates will be invited for interview.**