

## **About Avert Society:**

Avert Society is an independent registered society. It has been established as a joint project of the National AIDS Control Organization (NACO) and the Government of Maharashtra with assistance from USAID | INDIA. It aims to reduce the transmission of HIV and mitigate the impact of HIV/ AIDS and related infections in the State of Maharashtra. It also aims to reduce stigma and discrimination related to HIV/ AIDS.

## **Technical Support Unit for Goa State:**

The goal of the NACP III is to halt and reverse the epidemic in India by integrating programs for prevention, care, support and treatment. To achieve a high level of coverage and maintain quality of program implementation, NACO has set up "Technical Support Unit" to support the development and implementation of HIV/AIDS strategies, especially support to the Target Interventions in the state and provide technical support as and when required by SACS.

NACO had identified Avert Society (supported by USAID) for setting up the Technical Support Unit for Goa. Applications are invited from experienced potential & dedicated professionals in the field of HIV/AIDS to join as:

**Title of the Position:** Program Officer, Targeted Intervention

**No of Position:** 1 Position

**Place of the Posting:** Panaji, Goa

## **Eligibility:**

The Program Officer is required to focus and bring in technical and professional expertise in the areas of prevention of HIV/AIDS in the State of Goa. Program Officer is responsible for Prevention of infections in high risk groups and general population through saturation of coverage of high risk groups with targeted interventions (TIs) and scaling up interventions in the general population. In addition, the Program Officer is responsible for monitoring, mentoring and evaluation of the Targeted Intervention activities of TI NGOs in Goa.

Candidate should be a Medical Graduate (with 3 year experience preferably in HIV/AIDS ) / Post Graduate Degree in Clinical Psychology, Social Sciences, Social Work (with senior level experience of minimum 3 yrs) / Management or equivalent and 2-5 years of experience in managing social development or health programs preferably in the field of HIV/AIDS. Experience of working with international organizations and knowledge of Konkani is preferred.

Candidate should have good interpersonal communication, languages (English, Konkani, Marathi and Hindi) and computer skills. The candidate will also have to work as assigned from time to time. Compensation will be comparable to the best in the Development Sector. Extensive travel needs to be undertaken by Program Officer - TI.

## **Specific duties and responsibilities include:**

The Program Officer (PO) will plan and manage Targeted Intervention activities for the prevention of HIV/AIDS in Goa state. The PO is responsible for managing a network of NGOs, transition of NGO to CBOs and coordinate with various stakeholders, DHS, NRHM and other implementation of targeted intervention activities. In addition, the PO will be responsible

for capacity building, monitoring, mentoring and evaluation of the Targeted Intervention activities of TI NGOs in Goa.

### **Major Job responsibilities/tasks of the PO**

- Responsible for the quality of the allocated TIs
- Ensure all TI staff are trained according to NACO guidelines and based on need
- Ensure that all TIs are visited every month and review the program / activities every month.
- Ensure that all required infrastructure and human resources are in place at TIs
- Ensure that the NACO guidelines are fully understood and followed by the TIs
- Ensure timely supply of commodities by co-ordination with SACS (Condoms, drugs, IEC etc )
- Ensure quality program documentation and timely reporting (both physical and financial) to SACS and TSU
- Ensure that NGOs are following World Bank guideline for financial management.

### **Detailed job responsibility of the POs**

- Ensure all staff are recruited by TIs according to the approved plan and guidelines
- Ensure the TIs provide the appointment letter to all staff with detailed TOR
- Facilitation for induction training of newly recruited or transitioned TIs
- Ensuring that the TIs conduct needs assessment
- Ensure that the TIs setup DIC and project owned clinic together (where applicable)
- Ensure that all the TIs have PE wise hotspot level outreach plans that are supervised by the ORWs
- Ensure monthly review of all the ORWs and PEs performance
- Facilitating the identification (by TI) , short listing (mapping), training and establishing linkage with the preferred providers for STI services
- Ensuring that the clinics ( project owned or referral ) follow the NACO Syndromic Case Management guidelines
- Ensure that the TIs develop referral network for ICTC, Care & Support, TB management, STI complications, medical care, social and legal support, IDU services
- Ensure that the TIs have a plan to setup free condom outlets at all hotspots
- Ensure that the TIs meet the condom demand of the HRGs through outreach
- Ensure that the TIs do not have any instances of condom stock out and correspond with SACS for timely delivery
- Ensure that the TIs utilize the funds in time and as per budget guidelines
- Ensure that the TIs have the correct understanding of all CMIS indicators

- Ensure that all TIs timely submit UCs and monthly CMIS to SACS
- Ensure that each TI receives analytical feedback on their monthly performance as per CMIS indicators
- Ensure that all the TIs have typology specific IEC
- Co-ordinate with the SMO to ensure that SM outlets are setup at each TI
- Ensure that each TI has good inventory management for condoms and drugs ( wherever applicable )
- Ensure appropriate involvement of the Project Director of the TI
- Facilitation of rapport building with all stakeholders, co-ordination with DAPCU and other Government agencies for program support
- Coordinating with TSU HQ and STRC to ensure all TI staffs are trained
- Contribute to the identification and development of learning sites in the district/region
- Ensure a monthly review meet attended by all the TIs in the region where best practices are shared, key gaps are addressed and broad plans are designed
- Ensure that each TI visit report ( of the PO ) is sent to TSU HQ on the same day of the conclusion of the visit

### **Work Protocol for PO**

Work schedule of the PO 25 Days a month

Intensive visit: Spend 4 days each at 3 TI i.e. 3 TIs X 4 days each = 12 days

Quick visit: Spend 1 day each at 7 TI i.e. 7 TI X 1 day each = 7 days

1 day every fortnight for visiting TSU HQ i.e. 1 day X 2 fortnightly reviews = 2 days

4 days as per program need

In the following month the PO should pick up another set of 3 TIs where s/he will do intensive visits cum capacity building. Thus in a quarter the PO would have conducted 'intensive' visits in all the 10 TIs and also visit every TI every month ( either by a 'intensive' visit or through a quick visit) and should do a grading of all the TIs for the quarter.

### **Reporting Mechanism & Support**

The PO will report to Team Leader Overall (TI) at the TSU on all matters. The frequency of reports will be as follows:-

- Monthly plan v/s activities done – Monthly in the last week of previous month
- TI Visit Reports – on the same day of the conclusion of the visit
- CMIS Analysis – Monthly by 10<sup>th</sup> of subsequent month
- Regional TI review meeting – Monthly (on the same day of the conclusion of the review meeting )
- Meeting with stakeholders – on the same day of the conclusion of the visit

### **Key deliverables of the PO**

1. Visit Plan for each month specifying date and TI to be visited
2. Individual visit reports of all the TIs visited by the PO to be submitted within 2 days of visit to the TSU TL TI and to the TI (NGO Project Director and Program Manager). These reports will
  - a. Describe action taken on previous visit
  - b. Detail the gaps observed in the TIs
  - c. Mention specific action points arising out of the visit
  - d. Document on site capacity building conducted and list capacity building needs to be addressed by TSU/SACS
3. CMIS and Finance Reports of all TIs submitted to SACS/TSU every month within deadline
4. Monthly analysis of the TI performance ( An analysis of the region managed )
5. Report of the Monthly review meeting of all TIs in the region managed by the PO
6. Minutes of meetings with DAPCU and other Government stakeholders

While the above list of jobs to be carried out is elaborated for the purpose of clarity of role, it may be noted that the above list is not exhaustive. It is important to understand that any other work assigned by the superiors shall be carried out accordingly.

The above job description is subject to change on reorganization due to NACP III implementation.

**Immediate Supervisor: Overall Team Leader - TI, TSU Goa**

**Reporting to: Overall Team Leader - TI, TSU Goa**

**Only short listed candidates will be called for interviews.**

Applicants can submit their CVs by post/courier or by emailing to [careers@avertsociety.org](mailto:careers@avertsociety.org) or in person along with all necessary documents. A passport size photograph should be pasted on the top right hand side of the application/CV. The Applicant should clearly indicate the position and place applied for on the envelope or top of the application or in the subject line of email. CVs to reach Avert Society on or before **23 March 2011** at the below address:

<p><b>Project Director, Avert Society, AcWorth Complex, R. A. Kidwai Marg, Wadala (W), Mumbai 400 031.</b></p>
--

**All government employees should apply through proper channel.**

**Avert Society reserves the right to cancel the recruitment or modify the criteria.**