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| **DETAILS OF QUALIFICATIONS & EXPERIENCE OF CONTRQACTUAL POSTS OF HEAD OFFICE OF PSACS** | | | | | |
| **Name of Post** | **No. of Vacancy** | **Educational Qualification & Experience** | **Job Description** | **Place of Posting** | **Address where applications to be sent at** |
| Dy.Director (ICTC)  Rs. 36200 pm | 1 | 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 | 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. | In the Head Office at Chandigarh | O/o Project Director, Punjab State AIDS Control Society, Prayaas Buliding, Level 4th, Sector-38-B, Chandigarh. |
| Asst.Director (ICTC)  Rs. 25000 pm | 2 | PG degree in Psychology/Social Work/Sociology/Clinical Psychology or M Sc in Microbiology/Medical Microbiology with minimum 2 year experience in relevant field after PG Degree  Desirable: Experience in Counseling and Human Development or Experience in Laboratory Service | 1. Monitor ICTC/PPTCT/HIV-TB programme in the state and prepare monthly reports.  2. Coordinate the establishment of ICTC services upto the level of CHC, 24 Hrs PHCs and Private Sector Health Institutions in collaboration with NRHM.  3. Coordinate the training of counsellors and LTs.  4. Organize quarterly meeting of counsellors of all ICTCs. 5. Establish good ‘in’ and ‘out’ referral systems in the ICTCs.  6. Supervise the functioning of District ICTC Supervisors. 7. Coordinate the establishment of mobile ICTC to cover tribal and difficult to reach areas. |  |  |
| Asst Director(PPTCT)  Rs. 25000 pm | 1 | PG degree in Psychology/Social Work/Sociology/Clinical Psychology or M Sc in Microbiology/Medical Microbiology with minimum 2 year experience in relevant field after PG Degree  Desirable: Experience in Counseling and Human Development or Experience in Laboratory Service | 1. Monitor PPTCT programme in the state and prepare monthly reports.  2. Coordinate the establishment of PPTCT services up to the level of CHC, 24 Hrs PHCs and Private Sector Health Institutions in collaboration with NRHM.  3. Coordinate the training for PPTCT counsellors and LTs.  4. Facilitate organizing meeting of ICTC/PPTCT counsellors of all ICTCs.  5. Establish good ‘in’ and ‘out’ referral systems in the ICTCs/PPTCTs.  6. Ensure that PPTCT line list is maintained at all facilities in state and reporting is done on periodic basis at district & state level. Monitoring, supervision & analysis of data related to PPTCT programmatic indicators to be done on regular basis. Regular reporting to be ensured |  |  |
| Dy. Director (LS)  Rs. 36200 pm | 1 | MD Microbiology / Ph.D Microbiology  Or MBBS with 5 years of experience preference will be given to the candidate working in the field of HIV/ AIDS  2 years experience for MD Microbiology / Ph.D Microbiology  preference will be given in the field of HIV / AIDS  5 years for MBBS candidates preference will be given to the candidate working in the field of HIV / AIDS | 1. To act as a focal person for lab services in SACS. 2. To manage and administer facilitation of Lab Services program in the state as per operational and technical guidelines of DAC. 3. To coordinate the release of funds for lab service related activities. 4. To facilitate achievement of physical financial and facility target in the programme as per approved annual action plan. 5. To prepare annual action plan for lab services in the state. 6. To work closely with NRLs /SRLs for NABL Accreditation. 7. To visit 25% of all SRLs / NRLs every quarter and submit report of same to Project Director for which the incumbent shall tour for atleast 8 working days in each month. 8. To facilitate appointment and capacity building of TO and LTs and SRLs and NRLs. 9. To extend support to the SRLs / NRls as per approved pattern of assistance in Annual Action Plan. 10. To conduct periodic review of the programme at state level to improve service delivery. 11. To maintain list of experts of microbiology in the stqtre for consultation on technical issues. 12. To ensure annual maintenance of contracts on laboratory equipment under use by the programme 13. To facilitate proper complaint redressal on kits, equipments and other supplies. 14. To facilitate any other special laboratory related issue this requires coordination with SACS. 15. To look after all activities related to CD4 testing trainings and logistics of kits. 16. To look after all activities related viral load testing trainings and logistics of kits. 17. Any other work assigned by the PD. |  |  |
| Assistant Director (Lab Services)  Rs. 25000 pm | 1 | M.Sc /B.Sc (Microbiology, Biochemistry, Biotechnology, Biomedical Sciences, Zoology, Medical lab Technology, pharmacy ) with 5 yrs experience if B.Sc and 3 yrs experience if M.Sc.. B tech (Biotechnology , Biomedical engineering) with 3 yrs exp | 1 Implementation of Quality systems in HIV/CD4 laboratories and Quality Assurance program. 2. To assist JD (BS) in development of EQAS for Blood Banks and STI laboratories.  3. Supply chain/Inventory management of Lab test kits ( HIV serology kit,CD4, DBS collection kit, Whole Blood Collection kit)and consumables and equipment.  4. To compile quarterly EQAS data To ensure participation in EQAS of all laboratories (HIV, STI, Blood Banks, CD4 laboratories). To support JD (LS) in preparing reports and documents.  5. On site mentoring: To visit HIV labs for the purpose of mentoring and monitoring at least 10 days in a month or more.  6. To facilitate training and workshops for laboratory staff.  7. Any other work as assigned by the controlling officer. |  |  |
| Epidemiologist  Rs. 76000 pm | 1 | MBBS , MD (Community Medicine); or DNB (Community Medicine/ Epidemiology); or Masters in Public Health; or Masters in Health Administration; or Masters in Applied Epidemiology; or Diploma in Public Health (Two year course) , 3 years of experience in Public Health (preferably disease surveillance and epidemiology). Good Knowledge of epidemiological analysis and biostatistics Working knowledge of computers including MS office package, SPSS and other statistical packages  Desirable: Past experience of working in HIV/AIDS programme or projects under Government or bilateral/ multi-lateral agencies in India | 1. Support NACO/ Regional Institutes/ SACS in the planning, implementation and monitoring of HIV Sentinel Surveillance and Integrated Biological & Behavioural Surveillance activities in the State  2. Investigate into unusual findings from HIV Sentinel Surveillance  3. Involvement in all Strategic Information activities undertaken by NACO/ SACS such as District Epidemiological Profiling using data Triangulation, HIV Estimations, Data Analysis, and Research Plan etc.  4. Carry out Epidemiological analysis of HIV Sentinel Surveillance data, Behavioural Surveillance Survey data and data from other studies and preparation of reports on HIV epidemic in the state  5. Analyse district & sub-district level data and bring out district epidemic profiles for district level planning 6. Support M&E activities at SACS including supervision of Computerized Management Information System (CMIS)/ Strategic Information Management System (SIMS)  7. Carry out data analysis and interpret programme data in the allotted states  8. Contribute to evidence-based development of state and district annual action plans  9. Provide strategic direction to the programme efforts in the state to control HIV/AIDS epidemic  10. Undertake operational research activities of programmatic relevance during the inter- surveillance period  11. Coordinate any HIV/AIDS research activities of SACS/NACO/ Related Institutions.  12. Assist in capacity building of SACS and district level teams in data analysis.  13. Provide training related to M&E, Surveillance, and Research as resource person.  14. Participate in all national & regional level meetings related to SIMU as specified by NACO from time to time .  15. Carry out any other work assigned by the reporting officer from time to time. |  |  |
| Joint Director (TI)  Rs. 48500 pm | 1 | 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 | 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. |  |  |
| Asstt. Director(TI)  Rs. 25000 pm | 2 | Post Graduate in Social Work/ Sociology / Psychology / Anthropology/ Public Administration with 2 years experience In Social development / Health sector. HIV/AIDS sector at State. Candidate with experience in working with HIV/AIDS programme get preference. | 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 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. |  |  |
| Dy. Director(LWS)  Rs. 36200 pm | 1 | 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). | 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.  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.  13. Ensure timely submission of financial and programme performance reports to NACO.  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. 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.  16. Maintain regular liaison with all stakeholders (government, civil society/NGO and donors)  17. Any other work assigned by Senior officers. |  |  |
| Dy. Director(IEC)  Rs. 36200 pm | 1 | 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 Experience in handling Outdoor/mid-media activities/event management etc. | 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. |  |  |
| Asst. Director (IEC)  Rs. 25000 pm | 1 | Bachelor’s Degree from a recognized university/institute. Min 3 yrs exp in the field of developmental/health communication including planning and implementation in of IEC campaign Desirable : Exp in the field of advertising Experience in preparation of Audio Visual Aids and display material Knowledge of modern training techniques. Working knowledge of local language Experience in handling Outdoor/mid-media activities/event management etc. | 1 Documentation of IEC activities  2 Assist in organizing development of IEC materials, its dissemination and availability at different service points  3 Designing and production of SACS Newsletter  4 Assist JD (IEC) in collecting reports from field for IEC activities and reporting in SIMS on monthly basis  5 Undertake supervisory field visits to monitor and evaluate IEC programmes  6 Any other activity related to IEC as assigned from time to time. |  |  |
| Asstt. Director (Documentation & Publicity )  Rs. 25000 pm | 1 | Post graduated in sciences/Humanities or any other related field. Minimum 3 years of relevant work experience like working with community based development projects, especially HIV/AIDS or health sector Experience in documentation, communication activities Excellent written and oral communication skills in Hindi and English Excellent report writing, interpersonal and communication skills  Desirable  Experience in editing of publications Experience of writing/ editing for magazines, newspapers, blogs Published articles or reports in reputed journals, magazines, newspapers etc. | Responsible for specific documentation assignments including process documents, case studies, best practices, situational analysis, status reports, photo documentation and others 2 Plan and organize documentation activities as per an annual documentation plan including desk research, field documentation templates, analysis, and writing of reports  3 Organize dissemination meetings and conferences as needed/ planned by SACS  4 Responsible for production of promotional materials, including program documentation and case studies, annual reports and newsletters  5 Prepare relevant press releases for print/ mass media  6 Plan and conduct trainings to impart/ improve documentation skills of SACS staff including procedures and guidelines for documenting events, best practices, project implementation |  |  |
| Asstt. Director(Materials Mgmt)  Rs. 25000 pm | 1 | Post graduate degree in Advertising/Mass Communication/ Material Management and /or MBA with relevant experience Minimum experience of 3 years in the field of advertising and communications  Desirable Additional experience of designing communication aids in HIV/AIDS is preferred Excellent written and oral communication skills in Hindi and English A good understanding of folk and traditional media, BTL and other mid media vehicles Knowledge of interpersonal communication methods, content development and operationalization | Develop stock management tool for all IEC materials for different services.  2 Ensure availability of IEC materials at different service centres as per prescribed tool kit for service centres.  3 Coordinate with Sector Specialist IPC and Mid Media for ensuring proper utilization of material during events like migrant health camps etc. and other service points  4 Coordinate with different programme divisions of SACS to conceptualize and design mid-media, BTL, and IPC aides and initiate a process of development of communication material |  |  |
| Asstt. Director (Mid Media)  Rs. 25000 pm | 1 | Post graduate degree in Social Sciences/ Humanities or any other related field. Minimum 3 years experience in planning, implementing and monitoring of mid-media activities at State level A good understanding of folk and traditional media, BTL and other mid media vehicles Excellent written and oral communication skills in Hindi and English Candidate is willing to undertake extensive travel  Desirable Additional experience of designing communication aids on HIV / AIDS | 1. Develop protocols and formats and support for planning and roll out of mid media activities. Coordinate for mid-media roll out including folk, outdoor media etc.  2. Document success stories and lessons learned from implementing mid-media activities 3. Assist in identification of folk forms, folk troupes, capacity building of these troupes, planning and roll out of folk performances, assisting in organising workshops/evaluations etc.  4. Coordinate for developing effective distribution materials during mid-media performances (hand-outs, fliers, pamphlets, leaflets etc.)  5. Design robust mid-media monitoring plan 6. Coordinate /Conduct pre and post evaluation of mid media activities |  |  |
| Dy. Director(CST)  Rs. 36200 pm | 1 | University degree in Medicine / Nursing/ /Masters or diploma in Public Health or Health Management /Masters in Social Work or in any other relevant field with minimum 5 years of experience in Health sector. | 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 in analyzing the same.  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. |  |  |
| Deputy Director (Procurement)  Rs. 36200 pm | 1 | Post Graduate in Management /Public Health/Health & Hospital Administration/Commerce/CA/I CAI or Degree in Engineering with minimum 6 yrs. exp. in managing procurements Thorough knowledge of Central/State Govt. Finance rules related to procurement Well versed with World Bank guidelines Knowledge of MS office | 1 Prepare and / or review the procurement plan for the implementation of the NACP 2 Preparation & vetting of Bid-Documents independently complying to standard guidelines & framework  3 Ensure adherence to Procurement guidelines in all purchases 4 Provide methodological guidance and know how to procurement staff in procuring goods and services in compliance with the country law of Government/Public Procurement and the procurement procedures of the donors; 5 Build procurement capacity in the Procurement Team and the beneficiaries through hands-on training 6 Initiate the procurement processes, including those for National and Local Competitive  7 Bidding procedures, ensuring compliance with agreed procurement methods’ thresholds, prior review requirements specific to the project, and agreed aggregate threshold amounts for less competitive procurement methods |  |  |
| Pharmacist  Rs. 13000 pm | 1 | Preferably Degree in Pharmacy from a recognized institute. If candidate with degree is not available, diploma holder in pharmacy with 3 years of experience in health care institution can be considered. He/she must be registered in the concerned state pharmacy council. | 1. Ensuring proper receipt and storage of drugs  2. Arrange for space for safe storage of drugs at SACS level in the state  3. Allocating the drugs to ART Centres as per requirement in line with the drug supplies  4. Maintaining accurate records for all drugs received from suppliers / other states and distributed to ART Centres  5. Monitor and analyse the stock positions at ART Centre for smooth supply chain management  6. Ensure continuity and uninterrupted drug supplies at ART centre /LAC plus / LAC level  7. Prevention of drug expiry by timely relocations within the state and if needed facilitate outside the state relocations with official directives from NACO  8. Prevention of Stock outs by need based relocations  9. Quarterly physical count reconciliation of stocks  10. Timely submission of Monthly ARV stock report to NACO. |  |  |
| Personal Asstt.  Rs. 17000 pm | 1 | Graduate degree in any discipline with ability to manage assigned task of the division. Basic knowledge of computer essential.  Skill in English stenography 80/30 wpm. | Assist officers in day to day work and all other work entrusted from time to time. |  |  |
| Office Asstt. (LDC)  Rs. 17000pm | 1 | Graduate degree in any discipline with ability to manage assigned task of the division. Basic knowledge of computer essential. | Help Divisional officers in file maintenance, initiate correspondence and all other work entrusted from time to time. |  |  |
| Deputy Director ( M&E and Surveillance)  (Rs.36,200) | 1 | 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.  Desirable  Knowledge of epidemiological analysis, modelling and biostatistics Past experience of working in HIV/AIDS programme or projects under government or bilateral/ multi-lateral agencies in India. | 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. 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. 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 trainings 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 analysis monthly programme data with 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 and regions level meetings related to SIMU as specified by NACO from time to time. 16. Undertake operational research activates of programmatic relevance. 17. Undertake regular analysis of various data at state level to provide meaningful recommendations to the programme implementation form time to time. 18. Carry out any other work assigned by the reporting officer from time to time. |  |  |
| District Programme Manager  Rs. 31200 pm | 1 | **Qualification:**  Medical Graduate in Modern medicine 3 years of field experience in HIV/AIDS or health programme implementation.  **Other skills needed:**  1. Analytical skills  2. Programme Management skills  3. Advocacy skills  4. Good knowledge of computers | District Program Manager (DPM) is a key leadership position of the District AIDS prevention control Unit (DAPCU). The DPM will perform the position responsibilities in the district following the Department of AIDS Control (DAC) / SACs guidelines, National AIDS Control Programme (NACP) priorities and guidance and district specific orders as laid down in the Department of AIDS Control (DAC) or SACS guidelines for the HIV programme. The DPM reports to District AIDS Control officer (DACO) and works in close coordination with the district administration and other key players of the programme. The DPM supervises District ICTC Supervisor (DlS), District Assistant- Monitoring & Evaluation, District Assistant - Accounts and District Assistant- Programme. The DPM, in close coordination with the DACO is responsible for effective planning and implementation of the HIV programme in the district, quality monitoring of the programme and its reporting, capacity building of DAPCU and peripheral HIV facilities staff, ensuring availability of health supplies at all the facilities, facilitating social benefit schemes and mainstreaming of HIV activities in the district.  Any other duties assigned by PSACS. | Civil Hospital  Amritsar | O/o Project Director, Punjab State AIDS Control Society, Prayaas Building, Level 4th, Sector-38-B, Chandigarh. |
| District Assistant M&E  Rs. 12700 pm | 1 | **Qualification:**  Graduate with computer knowledge  **Experience**  Minimum 2 years of experience in handling data. Candidates should be proficient to read and write in English and in local language. Preference to be given to a candidate with experience of National AIDS Control Programme. | Monitoring is one of the key positions of District AIDS Prevention and Control Unit (DAPCU). The position is responsible for collecting, validating, consolidating analysing strategic information of HIV programme in a district, monitoring the programme through on site visits and maintaining data bank related to programme data and trends etc. The position reports to District program Manager (DPM) and work in close coordination with the District ICTC Supervisor (DlS) and maintain programmatic relationship with the other positions following NACO / SACS guidelines and programme priorities.  The District Assistant- Monitoring & Evaluation provides quality feedback to all the facilities based on the periodic reports review, observations and ensures the district monthly reports are prepared and shared with the DPM for review and onward sharing. | Civil Hospital  Amritsar | O/o Project Director, Punjab State AIDS Control Society, Prayaas Buliding, Level 4th, Sector-38-B, Chandigarh. |
| Data Entry Operator  Rs. 10000 pm | 1 | **Qualification:**  Graduate with basic computer Knowledge (Ms-Office etc)  Minimum Typing speed in English is 40 wpm  Minimum Typing speed in Punjabi is 25 wpm  Punjabi Pass-Matric Level |  | (Blood Bank)Guru Nanak Dev Hospital,Govt. Medical College, Amritsar | O/o Project Director, Punjab State AIDS Control Society, Prayaas Buliding, Level 4th, Sector-38-B, Chandigarh. |