

Government of India
NATIONAL AIDS CONTROL ORGANISATION

Chanderlok Building, Janpath
New Delhi
Date: 22.01.21

National AIDS Control Organization, Ministry of Health and Family Welfare, GoI requires resource persons for the following positions on contract basis for a period of one year (for Global Fund Grant period April 2021- March 24), extendable subject to satisfactory performance for a maximum period of three years for the Global Fund assisted National Program Management Unit (NPMU) for managing Global Fund grant for HIV/ AIDS.

The positions are located at NACO (Headquarters) Delhi. The positions are:

S. No.	Position	Proposed monthly salary structure (INR)
1.	Grant Program Manager, NPMU	1,26,000/-
2.	M & E Manger, NPMU	84,000/-
3.	Finance Manager, NPMU	80,000/-
4.	Assistant Program Coordinator, NPMU	60,000/-

Terms of Reference (TORs) essential qualification, experience and job details are available herewith on NACO's website (www.naco.gov.in), India CCM website (www.india-ccm.in) and Ministry of Health and Family Welfare (www.mohfw.nic.in)

Eligible candidates may apply on plain paper with detail curriculum vitae along with attested copies of certificates of essential qualification and experience to Director (HR & Admin), National AIDS Control Organisation, Room No. 907, 9th Floor Chandralok Building, 36, Janpath, New Delhi 110001 within 21 days of this advertisement. Application received incomplete or after due date will not be entertained. Only shortlisted candidates will be intimated and called for interview.

National AIDS Control Organisation (NACO) reserves the right to reject any or all applications without assigning any reason. It is reiterated that these are contractual positions only and no other benefit except monthly consolidated remuneration is admissible. The Government shall not be liable for any regularization of the contractual services. NACO reserves the right to terminate this contract work at any point of time without assigning any reason.

भारत सरकार
राष्ट्रीय एड्स नियंत्रण संगठन

चन्द्रलोक बिल्डिंग, जनपथ

नई दिल्ली

दिनांक 22.01.2021

राष्ट्रीय एड्स नियंत्रण संगठन, स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार को एचआईवी/एड्स हेतु वैश्विक निधि अनुदान प्रबंधन के लिए वैश्विक निधि से सहायता प्राप्त राष्ट्रीय कार्यक्रम प्रबंधन यूनिट (एनपीएमयू) के लिए निम्नलिखित पदों हेतु संविदा आधार पर एक वर्ष (वैश्विक निधि अनुदान अवधि-अप्रैल, 2021- मार्च, 2024 के लिए), जिसका तीन वर्ष की अधिकतम अवधि के लिए विस्तार किया जा सकता है, बशर्ते कि निष्पादन संतोषजनक हो, के लिए संसाधन व्यक्तियों (रिसोर्स पर्सन) की आवश्यकता है।

ये पद नाको (मुख्यालय) दिल्ली में अवस्थित हैं। पद इस प्रकार हैं:-

क्र.सं.	पद	प्रस्तावित मासिक वेतन संरचना (आईएनआर)
1	अनुदान कार्यक्रम प्रबंधक, एनपीएमयू	1,26,000/-
2	एम एंड ई, प्रबंधक, एनपीएमयू	84,000/-
3	वित्त प्रबंधक, एनपीएमयू	80,000/-
4	सहायक कार्यक्रम समन्वयक, एनपीएमयू	60,000/-

विचारणीय विषय (टीओआर): अनिवार्य अर्हता, अनुभव तथा कार्य के ब्यौरे नाको की वेबसाइट (www.naco.gov.in) इंडिया सीसीएम वेबसाइट (www.india-ccm.in) तथा स्वास्थ्य और परिवार कल्याण मंत्रालय की वेबसाइट (www.mohf.nic.in) पर उपलब्ध है।

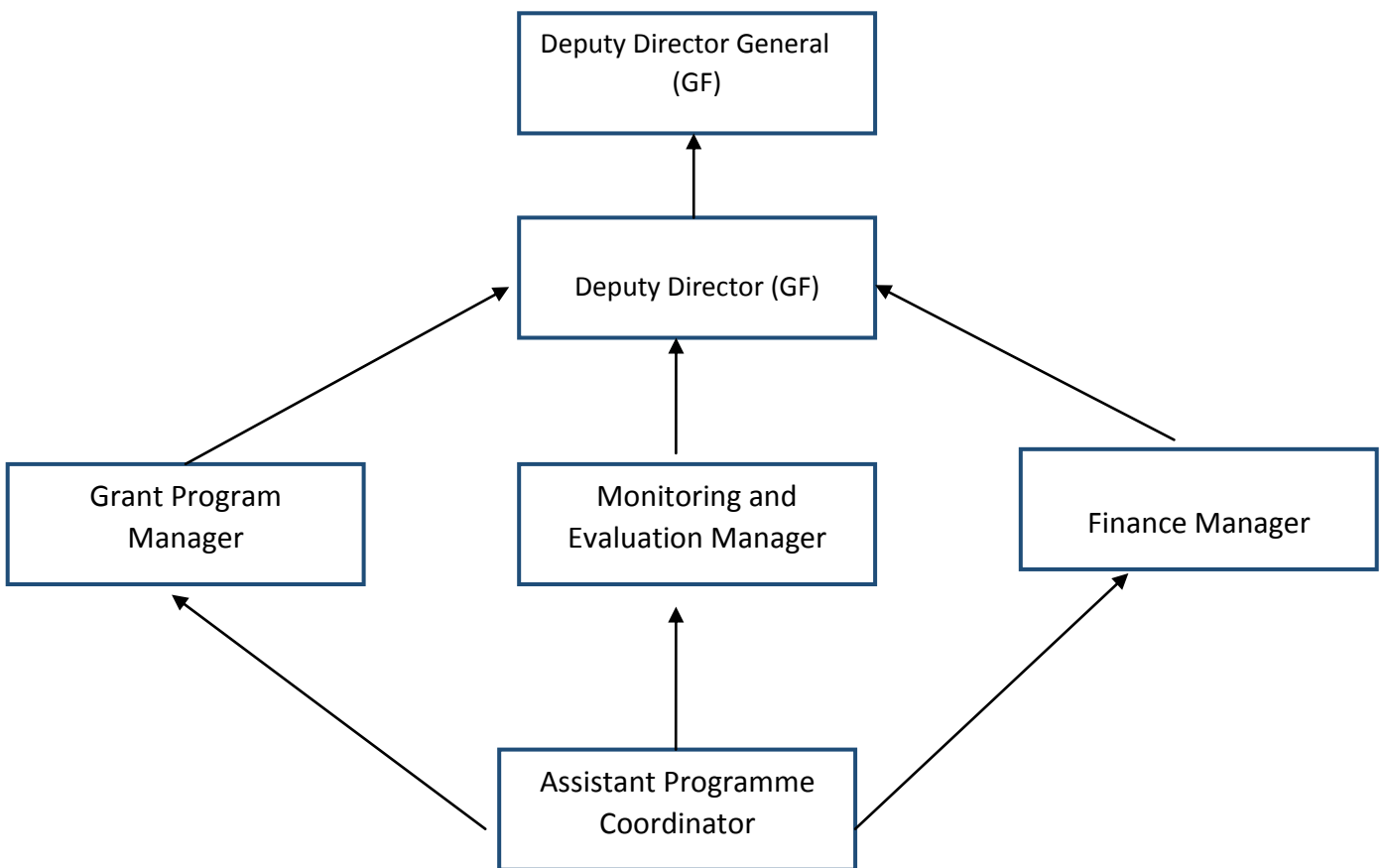
पात्र अभ्यर्थी अपना विस्तृत पाठ्यचर्या विवरण अनिवार्य अर्हता के प्रमाण पत्रों की सत्यापित प्रतियों तथा अनुभव के साथ सादे कागज पर निदेशक (एचआर तथा प्रशासन), राष्ट्रीय एड्स नियंत्रण संगठन, कमरा संख्या 907, 9 वां तल, चन्द्रलोक बिल्डिंग, 36 जनपथ, नई दिल्ली-110001 को इस विज्ञापन के 21 दिन के अंदर भेज सकते हैं। अधूरे अथवा नियत-तारीख के बाद प्राप्त हुए आवेदनों पर विचार नहीं किया जाएगा। चयनित अभ्यर्थियों को ही सूचित किया जाएगा तथा साक्षात्कार के लिए बुलाया जाएगा।

राष्ट्रीय एड्स नियंत्रण संगठन (नाको) को कोई कारण बताए बगैर किसी अथवा सभी आवेदनों को अस्वीकृत करने का अधिकार है। यह पुनः दोहराया जाता है कि ये पद केवल संविदात्मक हैं और मासिक समेकित परिश्रमिक को छोड़कर अन्य कोई लाभ अनुमत नहीं होगा। सरकार संविदात्मक सेवाओं को नियमित करने के लिए बाध्य नहीं होगी। नाको इस संविदा को बगैर कोई कारण बताए किसी भी समय समाप्त कर सकता है।

Organogram and TOR

of various positions in

Global Fund - National Program Management Unit (NPMU)



1. Terms of Reference (ToR) for Grant Program Manager

Division	NPMU
Position	Grant Program Manager
Location	NACO, Headquarter – Delhi
Education Qualification	<p>Post Graduate degree/ diploma qualification in Preventive Social Medicine/ Community medicine/ Community Health Administration/ MPH/ General Medicine or MBA from a recognised institution</p> <p>However the essential qualification may be relaxed in cases of experienced candidates or if there are no candidates available with prescribed qualification.</p>
Essential Skills	<ul style="list-style-type: none"> • Experience of working with donors (GFATM, USAID, BMGF, UNDP etc.) • Knowledge and understanding of partnerships, principles of NGO support and/ or Donor environment, donor relations/ negotiations and reporting. • Experience of providing technical support to and capacity building of organisations in compliance related matters • Experience of project proposal development and budget preparation. • Knowledge in accounting • Extensive experience and managing multi disciplinary staff and financial resources • Very strong analytical skills, and the ability to synthesise complex concepts and to communicate them effectively. • Excellent writing and verbal communication skills. • Conversant with computer operations required for virtual meetings/ interactions. • Ability and willingness to undertake extensive travel, primarily within India. • Fluent in English and Hindi.
Nature of Experience	Work experience in the Development sector, Health Programmes or Health systems for 5 year with 1 year experience working at national level in public health program.
Upper Age limit	<ul style="list-style-type: none"> • 63 Years
Job Descriptions	<ul style="list-style-type: none"> • Working in close collaboration with NACO officials and other consultants and ensure the effective implementation of NACO's grant management system. • Planning the Grant related activities and ensuring that no funding or implementation gaps occur. • Ensuring timely financial reviews take place, and coordinating work plans for undertaking monitoring and support of ongoing projects. • Assisting in proper negotiation of the terms and conditions for sub grants, its renewals, amendments/ ensuring requests for funding and closeouts are completed in accordance with contractual obligations and MoHFW regulations. • Creating and operating a technical evaluation committee to review grant proposals. • Maintaining clear understanding of pertinent donor and local legislation regulations, and taking lead in the programmatic, financial and other part of various reporting by GFATM. • Reviewing and analysing budget estimates consistent with various grants program requirements. • To coordinate with Non Government PR, States SR, Civil Society SR and to ensure quality implementation of the program. • To support development of log frame matrix for monitoring and evaluation of program implementation in collaboration with NACO, to develop indicators of the program Grant. • To assist in the development of methodology for mid term evaluation and to ensure they are undertaken. • Assist staff and implementing partners in preparing their progress reports and analyse reports/ data received from various states/ partners. • To coordinate with India CCM for addressing the GFATM concerns related to HIV. • Any other additional work assigned by Reporting Officer

Remuneration	<ul style="list-style-type: none">• Rs. 1, 26, 000/- per month
Nature of appointment	The appointment of the Consultant will be on contract basis initially for a period of one year (subject to satisfactory performance) and extendable further on basis of performance every year depending on availability of Global Fund Grant funds.

2. Terms of Reference (ToR) for Monitoring and Evaluation Manager

Division	NPMU
Position	Monitoring and Evaluation Manager
Location	NACO, Headquarter – Delhi
Education Qualification	Post Graduate Degree or Diploma qualification in Preventive Social Medicine/ Community medicine/ Community Health Administration/ MPH/ Microbiology/ General Medicine/ Hospital Management/ MBA from a recognised institution However the essential qualification may be relaxed in cases of experienced candidates or if there are no candidates available with prescribed qualification
Essential Skills	<ul style="list-style-type: none"> • Experience of working with donors. Knowledge and understanding of partnerships, principles of NGO support and/ or Donor environment, donor relations/ negotiations and reporting. • Experience of providing technical support to and capacity building of organisations in compliance related matters. • Experience of project proposal development and budget preparation. • Technical expertise in the areas of overall programme management and planning • Capability to function collaboratively and productively in a multi disciplinary environment. • Ability to represent NACO during interactions with relevant stakeholders, civil society and other agencies. • Very strong analytical skills, and the ability to synthesise complex concepts and to communicate them effectively. • Excellent writing and verbal communication skills. • Conversant with computer operations required for virtual meetings/ interactions. • Ability and willingness to undertake extensive travel, primarily within India. • Fluent in English and Hindi.
Nature of Experience	Work experience in the Development sector, Health Programmes or Health systems for 5 year with 1 year experience working at national level in public health program.
Upper Age limit	63 Years
Job Descriptions	<ul style="list-style-type: none"> • Working in close collaboration with NACO officials and other consultants. • To assist in all technical components of program formulation and implementation especially for newer components. • To develop comprehensive plan for monitoring and evaluation in project states of SR to ensure that an effective and participatory M & E system is established in a decentralised manner. • To develop and test instruments for supportive supervision to support monitoring. • To develop formats, log frame matrix for monitoring and evaluation of program implementation in collaboration with NACO for developing indicators for the program. • To assist in the development of methodology for mid term evaluation and to ensure they are undertaken. • To evaluate results of specific reports on Grant and integrate these into planning. • To consolidate and analyse reports/ data received from the SRs on quarterly/ monthly/ annual basis. • Any other additional work assigned by Reporting Officer
Remuneration	Rs. 84, 000/- per month
Nature of appointment	The appointment of the Consultant will be on contract basis initially for a period of one year (subject to satisfactory performance) and extendable further on basis of performance every year depending on availability of Global Fund Grant funds.

3. Terms of Reference (ToR) for Finance Manager

Division	NPMU
Position	Finance Manager
Location	NACO, Headquarter – Delhi
Education Qualification	CA/ ICWA/ MBA (Finance) or equivalent However the essential qualification may be relaxed in cases of experienced candidates or if there are no candidates available with prescribed qualification
Essential Skills	<ul style="list-style-type: none"> • Strong Management, negotiation skills and excellent donor cultivation skills. • Strong analytical background with organizational skills (e.g. budgeting, financial management) • Ability to work as a team player in a multi- cultural environment. Capability to function collaboratively and productively in a multidisciplinary environment • Working knowledge of computers including MS Office package essential • Technical expertise in the areas of overall programme management and planning • Ability to represent NACO during interactions with relevant stakeholders, civil society and other agencies. • Conversant with computer operations required for virtual meetings/ interactions. • Ability and willingness to travel extensively. • Proficiency in spoken and written English is essential
Nature of Experience	5-8 years of relevant work after qualification preferably in Govt. / Public sector in accounting, including analysis financial reporting, budgeting and financial software and reporting systems.
Upper Age limit	63 Years
Job Descriptions	<ul style="list-style-type: none"> • Maintain the accounting system for the project, utilizing standard accounting procedures, which will ensure documentation and recording of sources and uses of funds • Prepare quarterly financial reports and quarterly financial management report for GFATM project. Provide budgetary inputs into the Project progress reports. • To render financial advice to states on all financial matters. • Prepare quarterly status reports for implementing agencies/ SR. • Prepare interim unadited reports. • Review and verify accuracy of information on payment vouchers for signing of cheques. • Verify and ensure availability of funds before cheques are written. • Manage project expenditures, ensuring full compliance with project rules and procedures agreed with GFATM. • Assist in preparation of budget estimates/ allocation for Project activities. • Prepares quarterly / monthly/ annual reports for donor agencies • Review, verify and certify monthly, quarterly, annual and special financial statements and reports, including expenditure reports and bank reconciliation statements. • Attend Project review meetings with donor agencies and implementing partners/ SRs • Any other additional work assigned by Reporting Officer
Remuneration	Rs. 80, 000/- per month
Nature of appointment	The appointment of the Consultant will be on contract basis initially for a period of one year (subject to satisfactory performance) and extendable further on basis of performance every year depending on availability of Global Fund Grant funds.

4. Terms of Reference (ToR) for Associate Programme Coordinator

Division	NPMU
Position	Associate Programme Coordinator
Location	NACO, Headquarter – Delhi
Education Qualification	<p>Master/ Post Graduate Degree or Diploma in Social Sciences/ Public Health/ Health Care Administration from a Recognized University</p> <p>However the essential qualification may be relaxed in cases of experienced candidates or if there are no candidates available with prescribed qualification</p>
Essential Skills	<ul style="list-style-type: none"> • Technical expertise in the areas of overall programme management and planning. • Capability to function collaboratively and productively in a multidisciplinary environment. • Ability to represent NACO during interactions with relevant stakeholders, civil society and other agencies. • Conversant with computer operations required for virtual meetings/ interactions. • Ability and willingness to travel extensively • Interpersonal and management skills with ability to work in a deadline-driven environment • Possess team working capability • Good command over MS-Office/ Internet • Proficiency in spoken and written English is essential
Nature of Experience	Minimum five years working experience in health related sector at national or sub national level
Upper Age limit	63 Years
Job Descriptions	<ul style="list-style-type: none"> • Provide support to the NPMU by organizing regular meetings, assisting in workshops and liaison with various PRs. • Assist the Grant Program Manager, M & E Manager and Finance Manager under GF-NPMU for tasks concerning the grant. • Facilitate the performance oversight responsibility of the NPMU to ensure that the PRs/ SRs are performing adequately and to identify performance bottle necks. Track all GFATM related programmatic and financial information and keep NACO updated on all changes and developments. • Facilitate the preparation and drafting of the national proposal to the GFATM. • Service the India-CCM by providing the needed technical facilitation and effective coordination and liaison with various constituencies and its representatives at the CCM. • Facilitate the work of committees/ sub committees of NACO under the GF grant. • Facilitate documentation of all communication under GF grant. Document all problems and solutions; policy concerns and formulations; best practices and success stories related to the GFATM cycles in India. • Any other additional work assigned by Reporting Officer
Remuneration	Rs. 60, 000/- per month
Nature of appointment	The appointment of the Consultant will be on contract basis initially for a period of one year (subject to satisfactory performance) and extendable further on basis of performance every year depending on availability of Global Fund Grant funds.