

IV. Grant Coordinator

Educational Qualification:

Master's Degree in Social Sciences/MSW/Master of Public Health/ Master's Degree in other stream with relevant work Experience from a recognized university or institution

Essential:

Minimum five years working experience in health related sector at national or sub national level

Desirable:

1. Prior experience of working in government or non-government sector for communicable diseases, especially HIV/AIDS
2. Communication, coordination computer literacy
3. Should possess ability to plan and coordinate with multiple agencies e.g. government, civil society, development agencies working in the field of health.

Knowledge and skills:

- a) Technical expertise in the areas of overall programme management and planning.
- b) Capability to function collaboratively and productively in a multidisciplinary environment.
- c) Ability to represent the NACO during interactions with relevant stakeholders, civil society and other agencies.
- d) Ability and willingness to travel extensively.
- e) Interpersonal and management skills with ability to work in a deadline-driven environment.
- f) Possess team working capability.
- g) Good command over MS-Office/internet

Role & responsibilities

The NACP-GF PMU will assist in the smooth operation and management Of Global Fund Grant

1. Provide support to the NACP-GF PMU by calling and organizing regular meetings, assisting in c workshops, and liaison with the various PR .

2. Facilitate the performance oversight responsibility of the NACP-GF PMU to ensure that the PR's/ SR's are performing adequately and to identify performance bottle necks he LFA and in country technical and management partners.
3. Facilitate and manage the preparation and drafting of the national proposal to the GFATM for different funding models (e.g NFM), guidelines for which will be announced by the GFATM and decision on the thematic focus areas will be made by the CCM,
4. Service the India-CCM by providing the needed technical facilitation and effective coordination and liaison with the various constituencies and its representatives at the CCM that may be nominated by NACO in subsequent Grant Rounds/Funding models and the GFATM Secretariat.
5. Facilitate the work of Oversight Committee and other committees/sub committees of NACO
6. Track all GFATM related information and keep NACO updated on all changes and developments. Document all problems and solutions; policy concerns and formulations; best practices and success stories related to all the GFATM Grant Cycles in India.