

## **VACANCY**

Bakdil, a Sub-Recipient of Dte. NVBDCP under Global Fund supported Project seeks applications for the post of Project Coordinator (Head Office) through email [ID: sipseddiretor@yahoo.co.in](mailto:sipseddiretor@yahoo.co.in) by 30<sup>th</sup> March 2019.

Project Coordinator will be responsible for planning, implementation and overall management of the project assigned to Non-govt. SR complying with the Project guidelines and relevant national programme policies/guidelines. S/he will be positioned at Head Office (Bakdil) and will coordinate with the PR, State & District VBDCP, Agent of Global Fund and other stakeholders including those at community, village and SC level under the overall guidance and oversight of the Reporting Authority.

**Reporting to:** Director & Secretary, Bakdil

**Specific responsibilities:** To

- Facilitate, support and supervise Project staff for management of anti-malaria interventions in accordance with the quality standards of NVBDCP through results based program management systems (planning, monitoring, evaluation and documentation).
- Ensure updated and accurate project database of malaria interventions in the designated geographic areas.
- Ensure all reports received from Health workers (FS, CHVs) are reviewed and consolidated monthly/quarterly as per project requirement, and sent to State VBDCP, District VBDCP offices, & Dte. of NVBDCP are of acceptable quality in terms of being error free, presentable (appropriate format) and timely.
- Liaise and oversee for programmatic, pharmaceutical and health product management (PHPM), and reporting under the project with special emphasis on inventory management and distribution from point of receipt to the service delivery points (SDPs- i.e. village level). Coordinate with the State & District VBDCP in consultation with the Reporting Authority/PR for requirements of health products (such as RDT and anti-malaria medicines, etc.) and ensure timely availability at SC/village level per requirement.
- Ensure efficient finance management and reporting, adherence to guidelines in coordination with the finance personnel of project/organization.
- Ensure & coordinate with State & District VBDCP and relevant other stakeholders for timely execution of the project training activities according to plan.
- Participate in field activities/surveys (may require extensive travel to remote areas) within the project areas and provide handholding support and technical guidance to project staff and help in planning, implementation and monitoring the field activities.
- Develop tools and monitor the project staff activities, performance, and results and build their capacity to work effectively and efficiently.
- Attend review meetings and programs related to the IMEP at National, State and district level as & when required.
- Organize District level meetings, trainings and workshops. Maintaining reports of each event/program held under NGO.
- Guide and oversee Behaviour Change Communication (BCC) and community mobilization activities and encourage participatory approaches through innovation.
- Provide support to project staffs/village community to build strong linking with the Malaria elimination programme.
- Provide information, clarification to the PR/Local Fund Agent/The Global Fund/CCM/ State & District VBDCP, during reviews, site visits, etc.
- Ensure that the assets of the organization are safeguarded and managed optimally.
- Represent and work with like minded networks, organisations and Govt. Departments in the state & district to ensure greater visibility of IMEP as a credible leader in malaria elimination programme in line with project goals and objectives.
- Generate data from field and document it as studies and publications on specific aspects of the project.
- Perform any other duties, as necessary

## Qualifications and Experience

- Master's degree in relevant discipline - public health, public administration, management, business administration, social sciences, or any development sector related field
- Good management and coordination skills with atleast 3 to 5 years of working experience in community development projects under NGO sector (experience in control of malaria and or other vector borne/communicable diseases and familiarity with GFATM project operations, preferably in multi-point implementation environment would be added advantages)
- Reading, writing and speaking fluently in English. Able to speak in Hindi and local/ regional languages (e.g. Garo).
- Ability to interact effectively, both outside and within the state.
- Proficiency in standard MS Office Suite Applications (Word, PowerPoint, Outlook, Excel, PDF net etc).
- Ability to work as part of a multidisciplinary team with various counterparts by maintaining strong working relationships.
- Understanding of social, economic, cultural and political context of the state.
- Good Value based and human relations and superior interpersonal skills including professionalism and a cooperative attitude.

## Length of Assignment

The appointment will be on contract basis for one year, to be continued on the basis of performance in the project period.

## Travel

She/he will be expected to travel extensively, as necessary.

Honorarium:Rs.47250/- per month.

- NOTE:**
1. Applications send through email only will be accepted.
  2. Only short listed candidates will be called for the interview.
  3. No explanations will be given to the applicants who are not fulfilling the criteria in the advertisement.

For Bakdi



(Director & Secretary)  
Bakdil  
Tura, Meghalaya