

VACANCY

Field Supervisor

Walk-in-Interview will be held on 10th September 2019 at 11:30.a.m at Bakdil Office, Sacred Heart Parish, Williamnagar for the post of Field Supervisor for Sualmari Block, East Garo Hills and on 12th September 2019 at 11:30.am at Bakdil Training Centre, Malikona, Baghmara for the post of Field Supervisor for Chokpot Block, South Garo Hills. Qualification 12th passed, preferably local person. Contact 8794266219 for East Garo Hills and 6900327432 for South Garo Hills

The Details of the job is given below.

Field supervisor will be positioned at block level to support project implementation through the Community Health Volunteers under the overall supervision of District Project Management Unit (DPMU) and as per project guidelines and national programme policies/guidelines.

Reporting to: District Project Officer

Specific responsibilities:

- Provide hands-on support to the Community Health Volunteers (CHVs) in implementation of activities [Long Lasting Insecticidal Net distribution (LLIN), diagnosis & treatment, BCC and community mobilization, training of CHVs]; and recording and reporting, as per plan and policies/guidelines. Supervise and ensure quality of service delivery by CHVs at the village level. Ensure appropriate use of LLIN, RDT and antimalarials at village level as per plan and policies/guidelines.
- Support and coordinate management of stock of LLINs, RDT/slide, antimalaria medicines including but not limited to, appropriate storage & distribution till the service delivery points (CHVs). Track and report utilization, expiry and any related issues to the DPMU monthly. Maintain stock register per guidelines.
- Conduct supervisory visits at village/CHV levels with standardized checklist. Submit completed checklist to the reporting authority monthly. Support in training of CHVs.
- Collect, review and compile monthly reports from the CHVs and submit to designated Reporting Units (CHC/PHC/district hospitals) and DPMU.
- Support DPMU in data verification and validation.
- Conduct meeting with CHVs quarterly and resolve operational problems, if any, at the field level in consultation with and support from District PMU and relevant others; and submit report.
- Participate in monthly review and planning meetings of DPMU.
- Participate in monthly meetings of CHC/PHCs/Sub-centres for coordination and report/information sharing.
- Submit expenditure report monthly to the DPMU.
- Perform any other tasks, as necessary.

Qualification and skills

- Bachelor's Degree or +12 pass in any discipline • 2 years experience in supporting/supervising field level implementation.

Skills

- Excellent inter-personal, communication and coordination skills • Ability to undertake a range of tasks simultaneously, adherence to time lines and ensure delivery of quality reports by set timelines • Ability to supervise/interact with volunteers and community effectively • Computer literacy will be added advantage.

Length of Assignment

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

Travel

She/he will be expected to travel extensively.

Community Health Volunteer (CHV)

The community health volunteer (CHV) will be the resident of the village and be the first level contact for the village population for providing timely and quality services under the overall supervision of Field Supervisor and per project guidelines and national programme policies/guidelines. S/he will possess strong leadership, communication, inter-personal, and coordination skills. S/he should be a literate person - at least VIII standard pass. S/he will be selected through a rigorous process of selection involving various community level players and bodies. S/he will be a health activist in the community and act as extension of health systems who will create awareness on malaria elimination and mobilize the community towards local planning and increased utilization of available services towards self monitoring and ownership.

The responsibilities will be:

- Be an advocate and champion of malaria elimination in the village.
- Distribute Long Lasting Insecticidal Nets (LLIN) and follow up for correct, consistent use.
- Diagnose and treat with RDT/slide and antimalarial medicines at the village level. Ensure timely referral of fever cases, when required (per guidelines).
- Maintain stock records of LLIN, RDT/slide and antimalarial medicines.
- Implement BCC activities at village level for improving awareness and community mobilization.
- Record data/information in prescribed formats and submit report to Field Supervisor.
- Maintain monthly activity diary.
- Participate in quarterly meeting with Field Supervisor quarterly and VHSNC monthly.
- Coordinate with ASHA, ANM and AWW, Village Head and relevant others.

For Principal Recipient

Consultant-Finance

SR is inviting applications from interested candidates for the position of Consultant-Finance to be positioned at the Directorate of National Vector Borne Disease Control Programme (NVBDCP) in Delhi as part of Technical Assistance (TA) to IMEP, under Dte. NVBDCP.

Purpose:

To provide TA in grant & finance management under the GFATM supported IMEP including but not limited to maintaining proper accounting, financial analysis, financial reporting, budgeting, forecast, using financial softwares and reporting systems as per project and NVBDCP requirements to strengthen the financial management within NVBDCP and at state and district levels and to ensure adherence to the norms of financing partners in addition to providing other support, as necessary and appropriate.

Responsibilities:

Working in close collaboration with the concerned staff and consultants of the NVBDCP, as necessary and appropriate:

- Keep and maintain a separate account for the externally aided component (EAC) and DBS under Dte. NVBDCP;
- prepare Progress Update and Disbursement Request (PU/DR) to be sent to GFATM on a quarterly and semester basis and other documents, information products, as per requirement of the GFATM;
- compile monthly account on the basis of monthly receipts and expenditure accounts received from State VBDCPs, SRs and the Headquarters;
- render financial advice to the project (including SRs) on all financial matters;
- prepare financial guidelines on the line of FMG (NRHM) guidelines;
- coordinate with the GFATM, LFA SRs, international development agencies (IDA) on all financial matters, related documentation;
- liaison with the Ministry of Health & Family Welfare, GoI in getting financial sanctions whenever required;
- capacitate national, state, district level staff, consultants, through training/orientation as necessary;
- participate in planning, review meetings at national, sub-national levels;
- Participate and present quarterly progress in the IMEP Project monitoring meetings in coordination with PRs, SRs; participate in M&E Technical Working Group meeting for coordination between PRs & SRs, as necessary.
- Conduct supervision and monitoring visits. This will include but not limited to on-site observations/guidance.
- Perform any other duties, as required by the Directorate of NVBDCP.
- Job responsibilities (JD) would be revisited from time to time as per programme/project requirements and context.

Qualification and Experience:

• CA or Master's degree in commerce, economics, finance management, business administration or related field • 3 years of experience in development projects, preferably in relation to grant and finance management including budgeting, financial reporting and analysis; • Familiarity with the GFATM project operations and ability to effectively coordinate with the MoHFW, Government of India, GFATM and their Local Fund Agent and partner organizations is preferable; • Experience in capacity building on grant and finance management; • Understanding of social, economic, cultural and political context of the north-eastern states; • High quality written and verbal communication skills in English; •Should have a track record of undertaking a range of tasks simultaneously, adhering to time lines and ensuring quality deliverables; •Proficiency in MS Office Suite Applications; experience of working in financial softwares would be an added advantage. Experience in deserving candidates may be relaxed.

Nature of appointment:

The appointment will be on contract basis, extendable each year on the basis of performance in the project period.

Age: Should not be above 55 years.

Travel: The Consultant is required to travel extensively.

Consultant- Procurement & Supply Chain Management (PSCM)

SR is inviting applications from interested candidates for the position of Consultant-Procurement and Supply Chain Management (PSCM) to be positioned at the Directorate of National Vector Borne Disease Control Programme in Delhi as part of Technical Assistance (TA) to IMEP, under Dte. NVBDCP.

Purpose:

To provide TA to strengthen NVBDCP procurement, logistics supply chain at all levels; with special emphasis on high burden north-eastern states under the GFATM supported IMEP.

Responsibilities:

Working in close collaboration with the concerned staff and specialists of the NVBDCP, as necessary and appropriate:

- prepare detailed procurement and budget documents, including training, procedures and other related matters.
- act as liaison with procurement unit of GFATM and procurement agency of NVBDCP for training, procedures and other related matters.
- administer the preparatory budget for project workshops, consultancies and other preparation activities.
- keep liaison with the procurement agencies of MoHFW.
- work with/support staff at all levels to strengthen NVBDCP logistics supply chain management.
- assist in preparation of procurement plan for GFATM/NVBDCP.
- assist in making procurement plan for Emergency Procurement/Pooled Procurement Mechanism as per the needs of the project.
- maintain the supply status of drugs, diagnostics and other logistics in project areas.
- ensure supply chain management at state, district and sub-district level. Conduct supervision and monitoring visits. This will include but not limited to on-site observations/guidance.
- supervise supply of drugs and diagnostics to SRs for effective program implementation.
- coordinate with the GFATM, LFA, SRs, international development agencies (IDA) on all PSCM matters, related documentation;
- capacitate national, state, district level staff, consultants, through training/orientation as necessary;
- participate in planning, review meetings at national, sub-national levels;
- participate and present quarterly progress in the IMEP Project monitoring meetings in coordination with PRs & SRs, as necessary.
- perform any other duties, as required by the Directorate of NVBDCP.
- Job responsibilities (JD) would be revisited from time to time as per programme/project requirements and context.

Qualification and Experience:

• Degree in Materials Management/ Logistics/ Accounting/ Finance/ Public Health/ Pharmacy and 3 years of experience in procurement and supply chain management and knowledge of bi-lateral and multilateral procurement rules and guidelines • Specialization in procurement of goods, services or consultancy for Global Fund and or other international donor agencies like World Bank funded projects will be a distinct advantage • Familiarity with the GFATM project operations and ability to effectively coordinate with the MoHFW, Government of India, GFATM and their Local Fund Agent and partner organizations is preferable; • Experience in capacity building on PSCM; • Understanding of social, economic, cultural and political context of the northeastern states; • High quality written and verbal communication skills in English; • Should have a track record of undertaking a range of tasks simultaneously, adhering to time lines and ensuring quality deliverables; • Proficiency in MS Office Suite Applications and procurement related softwares would be an added advantage. Experience in deserving candidates may be relaxed.

Nature of appointment:

The appointment will be on contract basis, extendable each year on the basis of performance in the project period.

Age: Should not be above 55 years.

Travel: The Consultant is required to travel extensively.

Consultant- Monitoring & Evaluation

SR is inviting applications from interested candidates for the position of Consultant [Monitoring and Evaluation] to be positioned at the Directorate of National Vector Borne Disease Control Programme (NVBDCP) in Delhi as part of Technical Assistance (TA) to IMEP, under Dte. NVBDCP.

Purpose:

To provide TA under the GFATM supported IMEP for strengthening the surveillance and monitoring & evaluation (M &E) systems, information management to strengthen the capacity and to ensure the continuous availability and use of reliable data for decision-making at various levels of the NVBDCP in addition to providing other support, as necessary and appropriate.

Responsibilities:

- To assist in all technical components of project planning, implementation and M&E.
- To develop comprehensive plan for monitoring & evaluation for the Programme and to ensure that an effective participatory M&E system is established at all levels.
- To develop and test instruments for supportive supervision to support monitoring and carry out visits at state, district and sub district levels, as necessary.
- To assist in the implementation of the HMIS, to review its status from time to time. To coordinate with M&E and PH consultants at state level and district VBDCPs (District Malaria/Medical Officers, VBD Consultants) to ensure quality implementation of programme, generation of quality data.
- To develop data collection tools, reporting formats, log frame, matrix for monitoring and evaluating the program implementation in collaboration with NVBDCP staff, concerned consultants including the public health and IT Consultants. To develop or refine indicators for the programme.
- To assist in the development of Terms of Reference for programme evaluations, studies, surveys, research and provide guidance on finalization of protocol including methodology, tools and to ensure they are undertaken and concluded with report submission.
- To analyze, synthesize results of existing reports of programme evaluations, studies, surveys, research for guidance to the Programme at all levels; and results of specific reports on management information system (MIS) and integrate these into planning and project implementation.
- To consolidate reports/data received from the districts, states on monthly/quarterly/annual basis. To contribute to preparation and submission of guidelines and information products in relation to overall M&E/MIS.
- To assist in preparation of Progress Update and Disbursement Request (PU/DR) and other such reports to be sent to GFATM on a monthly/quarterly and semester basis and other documents, information products, as per requirement of the GFATM.
- To participate in planning, review meetings at national, sub-national levels. To participate and present quarterly progress in the IMEP Project monitoring meetings in coordination with PRs, SRs.
- To participate in M&E Technical Working Group meeting for coordination between PRs & SRs.
- To build capacity of staff and implementing partners at all levels and support them in preparing their progress reports and analyze these reports in terms of challenges, bottlenecks and actions needed.
- In close collaboration with concerned officials of the NVBDCP, Consultant Public Health, Consultant Training, and other consultants to liaise with GFATM and the LFA, SRs as necessary and appropriate in relation to collation of information/data, reports, supervisory visits and to provide timely feedback on agreed indicators, actions.
- To liaise with the National Informatics Centre (NIC), Integrated Disease Surveillance Programme (IDSP) and other agencies on implementation of strategies on surveillance, monitoring & evaluation.
- To promote and support preparedness for tackling malaria outbreaks and ensure rapid response.
- Perform any other duties, as required by the Directorate of NVBDCP.
- Job responsibilities (JD) would be revisited from time to time as per programme/project requirements and context.

Qualification and Experience:

- Post Graduate qualification in Preventive Social Medicine/Community Medicine/Public Health; •3 years of

experience of which at least 2 years should be preferably in public health programme; •Should be conversant with existing National Health Programmes and should have experience in Health Management Information system; • Experience in capacity building on surveillance and M&E; Familiarity with the GFATM project operations and their Local Fund Agent and partner organizations is preferable;• Understanding of social, economic, cultural and political context of the northeastern states; •Should possess: excellent conceptual, technical, analytic and presentation skills to provide guidance and capacitate stakeholders at national and sub national levels& high quality written and verbal communication skills in English; •Should have a track record of undertaking a range of tasks simultaneously, adhering to time lines and ensuring quality deliverables; •Proficiency in MS Office Suite Applications; experience in working of statistical/analytical softwares would be an added advantage. Experience in deserving candidates may be relaxed.

Nature of appointment:

The appointment will be on contract basis, extendable each year on the basis of performance in the project period.

Age: Should not be above 55 years.

Travel:

The Consultant is required to travel extensively.

Consultant-Training & Human Resource

SR is inviting applications from interested candidates for the position of Consultant-Training & Human Resource to be positioned at the Directorate of National Vector Borne Disease Control Programme (NVBDCP) in Delhi as part of Technical Assistance (TA) to IMEP, under Dte. NVBDCP.

Purpose:

To provide TA under the GFATM supported IMEP the quality and coherence of IMEP related trainings within and provided by the Directorate of NVBDCP and to strengthen the capacity of Directorate of NVBDCP and State, District VBDCPs in training. To support trainings planned and conducted by SRs, as necessary and appropriate.

Responsibilities:

- Review the existing training modules/ guidelines available at Dte. of NVBDCP and suggest customization, improvements to reflect the actual training needs as per the responsibilities and tasks allocated to the trainees.
- To assist in development of training modules, reading materials for different categories. Ensure translation of training modules in local language, as necessary.
- To review the current status of training facilities, resources and capacity building needs at all levels.
- To review task analysis and job responsibilities of the worker to be trained and suggest the development of necessary skills to improve the competency of the trainee (competency based approach).
- To liaise with various training/management institutions for specialized trainings including those on programme management. Create a resource pool of trainers at all levels.
- To assess the training workload at all levels as per need. Make an implementation plan for training.
- To facilitate/coordinate with national/sub-national levels for timely and quality organization of trainings. Oversee the conduct of training for trainers and ensure quality.
- To support M&E/MIS in relation to trainings, training related reviews, visits. Coordinate with concerned staff, Consultants at Dte. NVBDCP, State/District VBDCPs, and SRs.
- To contribute to preparation and submission of performance reports, information products in relation to trainings on monthly/quarterly/annual basis and analyse, synthesize training performance reports.
- To assist in preparation of Progress Update and Disbursement Request (PU/DR) and other such reports to be sent to GFATM on a monthly, quarterly and semester basis and other documents, information products, as per requirement of the GFATM.
- To participate in planning, review meetings at national, sub-national levels. To participate and present quarterly progress in the IMEP Project monitoring meetings in coordination with PRs & SRs.
- To participate in M&E Technical Working Group meeting for coordination between PRs & SRs, as necessary.
- Conduct supervision and monitoring visits. This will include but not limited to on-site observations/guidance according to a checklist pre-, during, post-trainings with special emphasis on quality activity and data.
- To liaise, on training related matters, with the National Informatics Centre (NIC), Integrated Disease Surveillance Programme (IDSP), other agencies for implementation of strategies on surveillance, M&E.
- Perform any other duties, as required by the Directorate of NVBDCP.
- Job responsibilities (JD) would be revisited from time to time as per programme/project requirements and context.

Qualification and Experience:

- Post Graduate qualification in Preventive Social Medicine/Community Medicine/Public Health; •3 years of experience in the area of specialization of which at least 2 years should be preferably in public health programme; • Should be conversant with existing National Health Programmes and should have experience in capacity building & strengthening, development of training curriculum, modules, etc.; •Familiarity with the GFATM project operations and their Local Fund Agent and partner organizations is preferable •Understanding of social, economic, cultural and political context of the north-eastern states; •Should possess: excellent conceptual, technical, analytic and presentation skills to provide guidance and capacitate stakeholders at national and sub national levels& high quality written and verbal communication skills in English; •Should have a track record of undertaking a range of tasks simultaneously, adhering to time lines and ensuring quality deliverables; •Proficiency in MS Office Suite Applications; experience in working of statistical/ analytical softwares would be an added advantage. Experience in deserving candidates may be relaxed.

Nature of appointment:

The appointment will be on contract basis, extendable each year on the basis of performance in the project period.

Age: Should not be above 55 years.

Travel: The Consultant is required to travel extensively.

A handwritten signature in blue ink, appearing to be 'S. L. D.', written over a horizontal line.

(Director, Bakdil)
Tura, Meghalaya