

# ELIGIBILITY CRITERIA & TERMS OF REFERENCE FOR NACP-V

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# Project Director

Position	Sanctioned	Essential	Key Responsibilities
<b>Project Director</b>	Regular post from State Government	A senior IAS officer with work experience as District Collector.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Overall In-charge of the programme</li> <li><input type="checkbox"/> Policy issues at the State level</li> <li><input type="checkbox"/> Planning, monitoring and supervision through field visits</li> <li><input type="checkbox"/> Monthly review meetings of AAP and all interventions in Financial matters.</li> <li><input type="checkbox"/> Human Resources at State &amp; District levels – filling up of vacancies, preparation of training plans and monitoring the quality of training</li> <li><input type="checkbox"/> Sanctioning funds for various interventions</li> <li><input type="checkbox"/> Donor Coordination - on regular basis.</li> <li><input type="checkbox"/> Liaison with other departments and sectors for mainstreaming</li> <li><input type="checkbox"/> Ex-officio secretary of Governing body of SACS</li> </ul>

# Additional Project Director

Position	Sanctioned	Essential	Key Responsibilities
<b>Additional Project Director</b>	Regular post from State Government	Senior officer from the State Health Directorate /Services	<ul style="list-style-type: none"> <li><input type="checkbox"/> Overall In-charge of all technical Divisions at SACS</li> <li><input type="checkbox"/> Advise PD on all technical matters</li> <li><input type="checkbox"/> The Focal point for Programme Management and review and SI functions.</li> <li><input type="checkbox"/> Focal point for DISHA.</li> <li><input type="checkbox"/> Monitoring &amp; Supervision of implementing units</li> <li><input type="checkbox"/> Overall in-charge of Capacity building and training of personnel</li> <li><input type="checkbox"/> Overall in-charge of Preparing AAP, Procurement Plan &amp; monitoring progress.</li> <li><input type="checkbox"/> Support PD on effective functioning of SACS</li> </ul>

# STI Division

Position	Essential Qualification	Essential Experience	Desirable	Job responsibilities  (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
<b>JD-STI</b>	<p>MBBS with Post graduate diploma/Degree in Preventive and Social Medicine or Community Medicine or Skin and VD/ STD/ Dermatology Venereology Leprology</p> <p>OR</p> <p>MBBS with Public Health Experience.</p> <p>OR</p> <p>MBA in Health Management or Master in Public Health or Master in Health Administration.</p> <p>OR</p> <p>Masters degree in Psychology/Social Work/Sociology/Clinical Psychology/Medical Microbiology</p>	<p>Working exp of 7 years in Public Health Programme with focus on STI/RTI management, EVTHS, HIV counselling and Testing services, early infant diagnosis services and engagement with key populations and affected communities at National/State/District level with Govt. / NGO/Development Partners implementing agencies/Private Sector.</p> <p>Working knowledge of MS Office.</p> <p>(• For Masters/ PG diploma: Minimum 8 years post PG</p> <p>• For MPhil: Minimum 6 year post Mphil</p> <p>• For PhD: Minimum 4 year post PhD</p> <p>• For Medical Graduate minimum of 5 yrs. Post qualification</p> <p>• For Medical Post graduate minimum of 3 yrs. post PG qualification)</p>	<p>Work experience in field based implementation.</p> <p>Proficiency in data management.</p> <p>Preference will be given to the candidate working in the field of HIV/AIDS</p>	<p><input type="checkbox"/> Lead focal point for all preventive services especially STI and Sampoorna Suraksha Strategy at State level under NACP. In the absence of JS BSD, will also be lead focal point for HCTS and EVTHS</p> <p><input type="checkbox"/> Any other activity assigned under the Programme</p>



Position	Essential Qualification	Essential Experience	Desirable	Job responsibilities  (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
<b>DD-STI</b>	MBBS  OR  Bachelors Degree in Medical Sciences  OR  MBA in Health Management or Master in Public Health or Master in Health Administration.	Working experience of 5 years in Public health programme with focus on STI/RTI management /programme and engagement with key populations and affected communities at National/State/District level with Govt. / NGO/Development Partners implementing agencies/Private Sector.  Working knowledge of MS Office.  (• For Masters/ PG diploma: Minimum 5 years post PG  • For MPhil: Minimum 4 year post Mphil  • For PhD: Minimum 2 year post PhD  • For Medical Graduate minimum of 3 yrs. Post qualification  • For Medical Post graduate minimum of 1 yrs. post PG qualification)	Work experience in field based implementation.  Proficiency in data management.  Preference will be given to the candidate working in the field of HIV/ AIDS	<input type="checkbox"/> Focal point for STI Programme at State level under NACP. Reporting to JD STI wherever a position exists separately and in the absence, reporting to JD BSD.  <input type="checkbox"/> Any other activity assigned under the Programme

# Divisional Assistant

Position	Essential Qualification	Essential Experience	Job Responsibilities (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
<b>Divisional Assistant</b>	Graduate degree in any discipline with ability to manage assigned task of the division.	Basic knowledge of computer essential. Preference will be given to the Preference will be given to the candidates from community (KP or PLHIV) who fit the eligibility criteria - to be included in the main letter applicable to all positions.	<input type="checkbox"/> Assisting divisions with all clerical works

# Basic Service Division

Position	Essential Qualification	Essential Experience	Desirable	Job responsibilities  (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
<b>JD- BSD</b>	<p>MBBS with Post graduate diploma/Degree in Preventive and Social Medicine or Community Medicine or Skin and VD/ STD/ Dermatology Venereology Leprology</p> <p>OR</p> <p>MBBS with Public Health Experience.</p> <p>OR</p> <p>MBA in Health Management or Master in Public Health or Master in Health Administration.</p> <p>OR</p> <p>Masters degree in Psychology/Social Work/Sociology/Clinical Psychology/Medical Microbiology</p>	<p>Working experience of 7 years in Public health programme with focus on STI/RTI management, EVTHS, HIV counselling and Testing services, early infant diagnosis services and engagement with Communities and affected communities at National/State/District level with Govt. / NGO/Development Partners implementing agencies/Private Sector.</p> <p>(• For Masters/ PG diploma: Minimum 8 years post PG</p> <p>• For MPhil: Minimum 6 year post MPhil</p> <p>• For PhD: Minimum 4 year post PhD</p> <p>• For Medical Graduate minimum of 5 yrs. Post qualification</p> <p>• For Medical Post graduate minimum of 3 yrs. post PG qualification)</p> <p>• Working knowledge of MS Office.</p>	<p>Work experience in field based implementation.</p> <p>Proficiency in data management.</p> <p>Preference will be given to the candidate working in the field of HIV/ AIDS</p>	<p><input type="checkbox"/> Lead focal point for all preventive services especially HCTS, EVTHS at State level under NACP. In the absence of JD STI, will also be lead focal point for STI and Sampoorana Suraksha Strategy.</p> <p><input type="checkbox"/> Any other activity assigned under the Programme</p>

Position	Essential Qualification	Essential Experience	Desirable	<b>Job responsibilities</b>  (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
<b>DD-BSD</b>	MBBS OR Bachelors Degree in Medical Sciences OR Post graduate diploma in Preventive and Social Medicine or Community Medicine or Skin and VD/ STD/ Dermatology Venereology Leprology or Obstetrics Gynaecologist OR MBA in Health Management or Master in Public Health or Master in Health Administration. OR Masters degree in Psychology/Social Work/Sociology/Clinical Psychology/Medical Microbiology	Working experience of 5 years in Public health programme with focus on EVTHS, HIV counselling and Testing services, early infant diagnosis services and engagement with key populations and affected communities at National/State/District level with Govt. / NGO/Development Partners implementing agencies/Private Sector.  (• For Masters/ PG diploma: Minimum 5 years post PG • For MPhil: Minimum 4 year post Mphil • For PhD: Minimum 2 year post PhD • For Medical Graduate minimum of 3 yrs. Post qualification • For Medical Post graduate minimum of 1 yrs. post PG qualification)  • Working knowledge of MS Office.	M.Phil. (desirable PhD)  Work experience in field based implementation.  Proficiency in data management.  Preference will be given to the candidate working in the field of HIV/ AIDS	<input type="checkbox"/> Focal point for HCTS, EVTHS and Sampoorana Suraksha at State level under NACP.  <input type="checkbox"/> Any other activity assigned under the Programme

Position	Essential Qualification	Essential Experience	Desirable	Job responsibilities  (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
<b>AD-BSD</b>	<p>MBA in Health Management or Master in Public Health or Master in Health Administration.</p> <p>OR</p> <p>Master/ Post Graduate Diploma in Social Sciences/Public Health/ Health Care Administration and similar streams from a Recognized University.</p> <p>OR</p> <p>Masters degree in Psychology/Social Work/Sociology/Clinical Psychology/Medical Microbiology</p>	<p>Working experience of 3 years in Public health programme with focus on EVTHS, HIV counselling and Testing services, early infant diagnosis services and engagement with Communities and affected communities at National/State/District level with Govt. / NGO/Development Partners implementing agencies/Private Sector.</p> <p>(• For Masters/ PG diploma: Minimum 3 years post PG</p> <p>• For Medical Graduate minimum of 1 yrs. Post qualification)</p> <p>• Working knowledge of MS Office.</p>	<p>Work experience in field based implementation.</p> <p>Proficiency in data management.</p> <p>Preference will be given to the candidate working in the field of HIV/ AIDS</p>	<p><input type="checkbox"/> Support Staff for HCTS, EVTHS and Sampoorana Suraksha at State level under NACP.</p> <p><input type="checkbox"/> Any other activity assigned under the Programme</p>

# Lab Services Division

Position	Essential Qualification	Essential Experience	Job responsibilities  (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
<b>DD ( LS)</b>	<ul style="list-style-type: none"> <li>• M.Sc. (Microbiology/ Biotechnology/ Biochemistry/ Life Sciences/) OR B. Tech (Biotechnology)</li> </ul> <p>Desirable Qualification:</p> <ul style="list-style-type: none"> <li>• PhD (Microbiology/ Biotechnology/ / Biochemistry/ Life Sciences)</li> </ul>	<p>5 years of experience for candidates with M. Sc/ B. Tech (in the above subjects)</p> <p>OR</p> <p>3 years of experience of working in medical diagnostic laboratory for candidates with Phd.</p> <p>Candidates with experience of working in accredited labs or those labs who have applied for accreditation will be preferred.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> To act as a focal person for lab services in SACS</li> <li><input type="checkbox"/> To manage and administer facilitation of Lab Services Programme in the state as per operational and technical guidelines of NACO.</li> <li><input type="checkbox"/> To supervise the activities of AD (LS)</li> <li><input type="checkbox"/> To coordinate the release of funds for activities related to Lab Services</li> <li><input type="checkbox"/> To facilitate achievement of physical, financial and facility target in the programme as per approved action plan</li> <li><input type="checkbox"/> To prepare annual action plan for Lab Services in the state</li> <li><input type="checkbox"/> To work closely with NRLs/ SRLs/ EID labs/ VL labs/ ICTCs for accreditation</li> <li><input type="checkbox"/> To visit 25% of all SRLs/ NRLs every quarter and submit report of the same to Project Director</li> <li><input type="checkbox"/> To facilitate appointment and capacity building of TO and LTs of SRLs, NRLs, EID and Viral Load labs</li> <li><input type="checkbox"/> To extend support to SRLs/ NRLs/ EID/ CD4/ Viral load lab as per approved Annual Action Plan</li> <li><input type="checkbox"/> To conduct periodic review meeting of the programme at state level to improve service delivery</li> <li><input type="checkbox"/> Look after STI and surveillance activities when required</li> <li><input type="checkbox"/> To maintain list of experts of microbiology in the state for consultation on technical issues</li> <li><input type="checkbox"/> To ensure annual maintenance of contracts of laboratory equipment under use by the programme</li> <li><input type="checkbox"/> To facilitate any other special laboratory related issue which requires coordination SACS</li> <li><input type="checkbox"/> To look after all activities related to CD4 testing, trainings &amp; logistics of kit</li> <li><input type="checkbox"/> To look after all the activities related to viral load testing, trainings &amp; logistics of kits</li> <li><input type="checkbox"/> To monitor the dashboard closely of any software developed and take necessary action wherever necessary</li> <li><input type="checkbox"/> Any other work assigned by PD</li> </ul>

Position	Essential Qualification	Essential Experience	<b>Job responsibilities</b> <b>(All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)</b>
<b>AD-LS</b>	<p>Essential Qualification: B.Sc. (Microbiology/ Biochemistry/ Life Sciences/ Medical Lab Technology)</p> <p>Desirable Qualification: M.Sc (Microbiology/ Biochemistry/ Life Sciences/ Medical Lab Technology) or B.Tech (Biotechnology)</p>	<p>3 years of experience of working in medical diagnostic laboratory if B.Sc. (in the above subjects)</p> <p>or</p> <p>2 years of experience if M.Sc./ B. Tech (in the above subjects)</p> <p>Candidates with experience of working in accredited labs or those labs who have applied for accreditation will be preferred</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> • Implementation of Quality Management Systems in HIV/ CD4/ EID/ VL laboratories</li> <li><input type="checkbox"/> Supply chain/ inventory management of Lab test kits (HIV, CD4, VL &amp; EID) &amp; consumables and equipment</li> <li><input type="checkbox"/> To compile quarterly EQA data and send it to NACO for review.</li> <li><input type="checkbox"/> To ensure participation in EQA of all laboratories (HIV, VL, EID and CD4 laboratories)</li> <li><input type="checkbox"/> Look after STI and surveillance activities when required</li> <li><input type="checkbox"/> To support DD (LS) in preparing reports and documents</li> <li><input type="checkbox"/> On site mentoring: To visit HIV labs for the purpose of mentoring and monitoring at least 10 days in a month or more</li> <li><input type="checkbox"/> To facilitate training and workshop for laboratory staff</li> <li><input type="checkbox"/> In absence of DD (LS), AD (LS) is responsible to carry out all the activities of DD (LS) as mentioned in TOR</li> <li><input type="checkbox"/> AD (LS) will report to PD/ APD/ DD (LS)</li> <li><input type="checkbox"/> Any other work assigned by the controlling officer</li> </ul>

# CST Division

Position	Essential Qualification	Essential Experience	Job responsibilities (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
<b>JD-CST</b>	MBBS with Master Degree/ Diploma in Public Health Management from a recognized university  Or  Master Degree in Public Health	7 year of experience in Health Sector  1 year for MD candidates and 3 years of experience for diploma holders. For Master Degree in PH-7 years  Working knowledge of MS Office	<ul style="list-style-type: none"> <li><input type="checkbox"/> All administrative and file work pertaining to CST services in the state including facilitating the staff appointment, salary, appraisals, officer orders to ART centres etc.</li> <li><input type="checkbox"/> To ensure implementation of CST Services as per prescribed NACO Guidelines for CoE, pCoE, ART plus, ART centres, LAC plus, LAC, CSC and any other site dispensing /refilling ART.</li> <li><input type="checkbox"/> Mentoring and supportive supervision to all ART facilities including CoE, pCoE, ART plus, ART centres, LAC plus, LAC, CSC and any other site dispensing /refilling ART.</li> <li><input type="checkbox"/> Should visit each ART centre at least once in 3 months and LAC /CSC &amp; other refilling sites once in 6 month) as per NACO Guidelines and submit the visit report to NACO.</li> <li><input type="checkbox"/> Adherence to the highest standards of quality excellence in patient care and clinical practices also ensure PLHIV are not discriminated in the hospital and are not denied admission/ care.</li> <li><input type="checkbox"/> To analyze the monthly ART centre reports from all the centres and send to NACO by the 1st week of every month as per the NACO prescribed formats and take necessary actions.</li> <li><input type="checkbox"/> To analyze the monthly drug summary sheets from all the ART centres and send to NACO by the 1st week of every month as per the NACO prescribed format and to manage SCM and take necessary actions as per requirement.</li> <li><input type="checkbox"/> Identification and establishment of sites for new ART centres and Link ART Centres as per NACO criteria.</li> <li><input type="checkbox"/> To develop Annual Action Plan and ensure optimum utilization of funds allocated.</li> <li><input type="checkbox"/> Organize training of various personnel involved in ART services.</li> <li><input type="checkbox"/> To develop clear targets with time lines, determine resource requirements and monitor the program management and information systems as part of the comprehensive HIV/AIDS Care and treatment programme.</li> <li><input type="checkbox"/> Coordination with Principals/Deans of Medical Colleges and Medical Superintendents/Director of District Hospitals/Other Hospitals for smooth implementation of ART Services.</li> <li><input type="checkbox"/> Coordinate within SACS to ensure maximal linkages with ICTC, Lab and TI division for comprehensive HIV Care.</li> <li><input type="checkbox"/> Coordination with other National Health Programmes like NTEP, NHCP, NVBDCP, NCD etc.</li> <li><input type="checkbox"/> Coordination with the Regional Coordinator (CST)/ Technical expert (CST) in the planning and implementation of ART Services</li> <li><input type="checkbox"/> Coordination along with mentoring and monitoring of Regional Supply Chain Managers</li> <li><input type="checkbox"/> Coordination with local stakeholder and technical partners</li> <li><input type="checkbox"/> Ensure implementation of ART services with active participation of NGOs and PLHIV networks</li> <li><input type="checkbox"/> Focal point for forecasting 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</li> <li><input type="checkbox"/> Monitor procurement, supply and availability of OI, PEP drugs and other ARVs as per requirement.</li> <li><input type="checkbox"/> Conduct quarterly review meeting of ART Centres and other facilities providing ART Services</li> <li><input type="checkbox"/> Ensure SGRC meetings are conducted quarterly .</li> <li><input type="checkbox"/> Focal Point for Inter State and Inter District LFU Tracking activity as per NACO guidelines</li> <li><input type="checkbox"/> Printing of registers, formats, records required for ART Centre and LAC as per NACO guidelines.</li> <li><input type="checkbox"/> Participate as SACEP member at COE every week and at ART Plus centres once in fortnight</li> <li><input type="checkbox"/> Implementation of National Guidelines pertaining to CST Division.</li> <li><input type="checkbox"/> Any other activity assigned under the Programme</li> </ul>



Position	Essential Qualification	Essential Experience	<b>Job responsibilities</b> <b>(All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)</b>
<b>DD-CST</b>	University degree in Medical Sciences or Masters/Diploma in Public Health/ Health Management or Similar PG Courses in Health Care Management. Masters in Social Science/ Social Work/ Sociology/ Psychology/ Clinical Psychology/Medical Microbiology.	5 years experience in Health sector (preferably HIV) Good working knowledge of MS Office	<ul style="list-style-type: none"> <li><input type="checkbox"/> In the States where there is no JD (CST &amp; LS), the DD will be the in charge of CST &amp; LS</li> <li><input type="checkbox"/> To ensure implementation of CST Services as per prescribed NACO Guidelines for CoE, pCoE, ART plus, ART centres, LAC plus, LAC, CSC and any other site dispensing /refilling ART under guidance of JD CST</li> <li><input type="checkbox"/> Assist JD CST in mentoring and supportive supervision to all ART facilities including CoE, pCoE, ART plus, ART centres, LAC plus, LAC, CSC and any other site dispensing /refilling ART.</li> <li><input type="checkbox"/> He/She should visit each ART centre at least once in 3months and LAC /CSC &amp; other refilling sites once in 6 months as per NACO Guidelines. Prepare visit plan in coordination with JD CST and AD CST to avoid duplication of visit.</li> <li><input type="checkbox"/> To compile the monthly ART centre reports from all the centres and support JD CST in analyzing the same and take necessary action as per JD CST directions</li> <li><input type="checkbox"/> Compile and share data to NACO in prescribed formats under the guidance of JD CST</li> <li><input type="checkbox"/> Assist JD CST in implementation of ART services with active participation of NGOs and PLHIV networks</li> <li><input type="checkbox"/> Assess the need and organize training of various personnel involved in ART services under the guidance of JD CST</li> <li><input type="checkbox"/> Assist JD CST in Identification and establishment of sites for new ART centres and Link ART Centres as per NACO criteria</li> <li><input type="checkbox"/> Facilitate printing of registers, formats, records required for ART Centre and LAC as per NACO guidelines under the guidance of JD CST</li> <li><input type="checkbox"/> Coordinate within SACS to ensure linkages with ICTC, Lab and TI division for comprehensive HIV Care.</li> <li><input type="checkbox"/> Coordination with other National Health Programmes like NTEP, NHCP, NVBDCP, NCD etc.</li> <li><input type="checkbox"/> To support JD CST to develop clear targets with time lines, determine resource requirements and monitor the program management and information systems as part of the comprehensive HIV/AIDS Care and treatment programme.</li> <li><input type="checkbox"/> Focal point for Forecasting, supply and utilization of ARV drugs, relocations and monitoring of stocks of ARV drugs and coordination with NACO to avoid any drug stock out or expiry of ARV drugs</li> <li><input type="checkbox"/> Monitor procurement, supply and availability of OI , PEP drugs and other ARV drugs as per requirements</li> <li><input type="checkbox"/> Any other activity assigned under the Programme</li> <li><input type="checkbox"/> Preparation of Annual Action Plan for CST</li> <li><input type="checkbox"/> Implementation of all National Guidelines pertaining to CST.</li> </ul>

Position	Essential Qualification	Essential Experience	<b>Job responsibilities</b> <b>(All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)</b>
<b>AD-CST</b>	University degree in Medical Sciences/ Nursing/Pharmacy or Masters in Public Health/ Health Management/ Health Care Administration/ or similar fields in Public Health Management Masters in Social Science/ Social Work/ Sociology/ Psychology/ Clinical Psychology/Medical Microbiology .	3 years experience in Health sector (preferably HIV)  Good working knowledge of MS Office	<ul style="list-style-type: none"> <li><input type="checkbox"/> Prepare visit plan in coordination with JD CST and DD CST to avoid duplication of visit</li> <li><input type="checkbox"/> To assist JD (CST)/DD CST in conducting regular review meetings of ART centre and State Grievances Redressal Committee (SGRC) meetings.</li> <li><input type="checkbox"/> To compile the monthly drug summary sheets from all the ART centres and assist JD CST/DD CST in analyzing the same.</li> <li><input type="checkbox"/> 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 out or expiry of ARV drugs</li> <li><input type="checkbox"/> Monitor procurement, supply and availability of OI , PEP drugs and other ARV drugs as per requirements</li> <li><input type="checkbox"/> Facilitate training of staff under ART cadre.</li> <li><input type="checkbox"/> Any other duty assigned by JD CST or DD CST</li> <li><input type="checkbox"/> AD CST will work under guidance of JD/DD CST.</li> <li><input type="checkbox"/> In States where there is no JD or DD CST, AD CST will be the in charge of CST.</li> <li><input type="checkbox"/> Preparation of Annual Action Plan.</li> <li><input type="checkbox"/> Implementation of National Guidelines pertaining to CST Division.</li> <li><input type="checkbox"/> Any other activity assigned under the Programme</li> </ul>

# SI Division

Position	Essential Qualification	Essential Experience	Desirable	Job responsibilities  (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
<b>DD-SI</b>	Bachelors Degree in Medical Sciences and MD/DNB (Community Medicine/ Epidemiology) OR Master/ Post Graduation in Public Health/ Health Administration/Applied Epidemiology or Diploma in Public Health/Masters in Demography/Statistics/ Population Sciences/Social Sciences/Computer Application. (Two year course) and similar streams from a Recognized University.	5 years experience in Public Health in surveillance/research/M&E/epidemiology.  Working knowledge of computers including MS office package and SPSS.  Good working knowledge of epidemiological analysis and biostatistics.	Past experience of working in HIV/AIDS programme or projects under Government or bilateral/ multi-lateral agencies in India. Good working knowledge of Epidemiological analysis and other statistical packages.  Preference will be given to the candidate working in the field of HIV/ AIDS	<input type="checkbox"/> Focal point for strategic information and information technology at State level under NACP. <input type="checkbox"/> Any other activity assigned under the Programme

Position	Essential Qualification	Essential Experience	Desirable	Job responsibilities  (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
<b>AD-SI</b>	Master/ Post Graduation in Public Health/ Health Administration/ Applied Epidemiology or Diploma in Public Health (Two year course) and similar streams from a Recognized University. OR Masters in Demography/Statistics/ Population Sciences/Social Sciences/Computer Application.	Experience in Public Health in surveillance/research/M&E/epidemiology. Working knowledge of computers including MS office package and SPSS. Good working knowledge of epidemiological analysis and biostatistics.	Past experience of working in HIV/AIDS programme or projects under Government or bilateral/ multi-lateral agencies in India. Good working knowledge of Epidemiological analysis and other statistical packages. • Preference will be given to the candidate working in the field of HIV/ AIDS	<input type="checkbox"/> Support Staff for strategic information and information technology at State level under NACP. <input type="checkbox"/> Any other activity assigned under the Programme

# TI Division

Position	Essential Qualification	Essential Experience	Desirable	Job responsibilities  (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
<b>JD- Prevention</b>	Master/ Post Graduate Diploma in Social Sciences / Public Health/ Health Care Administration and similar allied streams from a recognized University.	<p>Work experience of 7 years in the Development sector, Health Programmes or Health systems in the field of HIV/AIDS at State/National level with experience of engagement with community and civil society organizations.</p> <p>(• For Masters/ PG diploma: Minimum 8 years post PG</p> <p>• For MPhil: Minimum 6 year post Mphil</p> <p>• For PhD: Minimum 4 year post PhD</p> <p>• For Medical Graduate minimum of 5 yrs. Post qualification</p> <p>• For Medical Post graduate minimum of 3 yrs. post PG qualification)</p>	<p>M.Phil, Ph.D</p> <ul style="list-style-type: none"> <li>• Preference will be given to the candidate working in the field of HIV/ AIDS</li> <li>• Proficiency in data management.</li> </ul>	<p><input type="checkbox"/> Lead focal point for prevention programme including TI, LWS, OST at State level under NACP.</p> <p><input type="checkbox"/> Any other activity assigned under the Programme</p>

Position	Essential Qualification	Essential Experience	Desirable	Job responsibilities  (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
<b>DD-Prevention</b>	Master/ Post Graduate Diploma in Social Sciences/ / Public Health/ Health Care Administration and similar streams from a Recognized University.	<p>Work experience 5 years in the Development sector, Health Programmes or Health systems in the field of HIV/AIDS at State/National level with experience of engagement with Community and civil society organizations.</p> <p>(• For Masters/ PG diploma: Minimum 5 years post PG • For MPhil: Minimum 4 year post MPhil • For PhD: Minimum 2 year post PhD • For Medical Graduate minimum of 3 yrs. Post qualification • For Medical Post graduate minimum of 1 yrs. post PG qualification)</p>	<p>M.Phil., Ph.D.</p> <p>Preference will be given to the candidate working in the field of HIV/ AIDS</p>	<p><input type="checkbox"/> Focal point for prevention programme including TI, LWS, OST at State level under NACP.</p> <p><input type="checkbox"/> Any other activity assigned under the Programme</p>
<b>AD-Prevention</b>	Master/ Post Graduate Diploma in Social Sciences/ / Public Health/ Health Care Administration and similar streams from a Recognized University.	<p>Work experience 3 years in the Development sector, Health Programmes or Health systems in the field of HIV/AIDS at State/National level with experience of engagement with Community and civil society organizations.</p> <p>(• For Masters/ PG diploma: Minimum 3 years post PG • For Medical Graduate minimum of 1 yrs. Post qualification)</p>	<p>Preference will be given to the candidate working in the field of HIV/ AIDS</p>	<p><input type="checkbox"/> Support Staff for prevention programme including TI, LWS, OST at State level under NACP.</p> <p><input type="checkbox"/> Any other activity assigned under the Programme</p>

# IEC & MS Division

Position	Essential Qualification	Essential Experience	Desirable	Job responsibilities  (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
<b>JD-IEC &amp; MS</b>	Masters from a recognized university in Mass Communication or Post Graduate with PG diploma in mass communication Or MBA with PG diploma in mass communication	Experience of 7 years in the field of developmental/health communication including planning and implementation of IEC campaigns and engagement with key populations and affected communities at National/State/District level with Govt. / NGO/Development Partners implementing agencies/Private Sector. Working knowledge of MS Office.	<ul style="list-style-type: none"> <li>• Experience in the field of advertising</li> <li>• Experience in preparation of Audio Visual Aids and display material in a responsible position,</li> <li>• Knowledge of AV Media &amp; proficiency in handling audio-visual aids for training purposes.</li> <li>• Knowledge of modern training techniques.</li> <li>• Working knowledge of local language</li> <li>• Experience in handling Outdoor/mid-media activities/event management etc.</li> <li>• Sound knowledge of handling virtual meeting platforms, video conferencing, social media platforms and computer skills.</li> <li>• Preference will be given to the candidate working in the field of HIV/ AIDS</li> </ul>	<input type="checkbox"/> Lead focal point for all activities related to Advocacy, Communication, Social Mobilisation, Partnerships and Mainstreaming Programme at State level under NACP.  <input type="checkbox"/> Any other activity assigned under the Programme

Position	Essential Qualification	Essential Experience	Desirable	Job responsibilities  (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
<b>DD (IEC)</b>	Masters from a recognized university in Mass Communication or Post Graduate with PG diploma in mass communication Or MBA with PG diploma in mass communication	Experience of 5 years in the field of developmental/health communication including planning and implementation of IEC campaigns and engagement with key populations and affected communities at National/State/District level with Govt. / NGO/Development Partners implementing agencies/Private Sector.  • Working knowledge of MS Office.	<ul style="list-style-type: none"> <li>• Exp in the field of advertising</li> <li>• Experience in preparation of Audio Visual Aids and display material in a responsible position,</li> <li>• Knowledge of AV Media &amp; proficiency in handling audio-visual aids for training purposes.</li> <li>• Knowledge of modern training techniques.</li> <li>• Working knowledge of local language</li> <li>• Experience in handling Outdoor/mid-media activities/event management etc.</li> <li>• Sound knowledge of handling virtual meeting platforms, video conferencing, social media platforms and computer skills.</li> <li>• Preference will be given to the candidate working in the field of HIV/ AIDS</li> </ul>	<input type="checkbox"/> Focal point for all activities related to Advocacy, Communication, Social Mobilisation at State level under NACP. <input type="checkbox"/> Any other activity assigned under the Programme
<b>DD (Mainstreaming )</b>	Master's degree in social sciences ( Social work/sociology/psychology) from a recognized University	Experience of 5 years in the field of developmental/health communication Prior experience of enabling Public Private Partnerships with government public health programmes, in coordination with MoHFW, and/or State Health Departments, is essential. • Working knowledge of MS Office.	<ul style="list-style-type: none"> <li>• Knowledge of modern training techniques.</li> <li>• Working knowledge of local language</li> <li>• Sound knowledge of handling virtual meeting platforms, video conferencing, social media platforms and computer skills.</li> <li>• Preference will be given to the candidate working in the field of HIV/ AIDS</li> </ul>	<input type="checkbox"/> Focal point for all activities related to Partnerships and Mainstreaming Programme at State level under NACP. <input type="checkbox"/> Any other activity assigned under the Programme



Position	Essential Qualification	Essential Experience	Desirable	<b>Job responsibilities</b>  <b>(All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)</b>
<b>AD-IEC</b>	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 Additional experience of designing communication aids on HIV/AIDS . • Sound knowledge of handling virtual meeting platforms, video conferencing, social media platforms and computer skills.		<input type="checkbox"/> Draw up an Annual Action Plan as per state specific ACSM strategy under NACP V and ensure its implementation <input type="checkbox"/> Ensure development of BCC materials and its dissemination through different media channels <input type="checkbox"/> Coordinate with different stakeholders for implementation of BCC plan <input type="checkbox"/> Ensure availability of IEC Materials at different service centres <input type="checkbox"/> Sensitize and engage media and health journalists on issues pertaining to HIV/AIDS. <input type="checkbox"/> Undertake supervisory visits in the field and ensure monitoring and evaluation of IEC/Mainstreaming programmes <input type="checkbox"/> Compile and submit a monthly assessment report to NACO on programme implementation in the state
<b>AD-Documentation</b>	Post graduate degree in Social Sciences/ Humanities or any other related field.	• At least 3 years of experience in journalism and/or writing features for the web; - Demonstrated experience in maintaining social media accounts, especially Facebook, Instagram, YouTube and Twitter, as well as experience with new media executions, preferably with a development organization; knowledge and understanding of local and global digital landscape and trends; • Basic understanding of managing website content as per need; • Experience with graphic design, ability to create designs for digital media purposes in open source graphic design programmes, such as Canva; • Ability to integrate PR/communication initiatives with social media; - Experience developing compelling content to generate response from audiences online; • Experience in reporting on qualitative and quantitative analytics; - Ability to take quality photographs and basic photo editing skills;	• Previous SACS or NGO experience in a similar role of ability of handling social media is highly desirable. • Sound knowledge of handling virtual meeting platforms, video conferencing, social media platforms and computer skills. • Preference will be given to the candidate working in the field of HIV/ AIDS	<input type="checkbox"/> Lead focal point for Social media activities under JD(ACSM) <input type="checkbox"/> Any other activity assigned under the Programme

Position	Essential Qualification	Essential Experience	Desirable	<b>Job responsibilities</b> <b>(All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)</b>
<b>AD-YOUTH AFFAIRS</b>	Post graduate degree in Social Sciences/ Humanities or any other related field.	Member of NSS for 3 Years/C certificate holder of NCC. relevant professional work experience in programme implementation (preferably in adolescent and youth engagement), monitoring and evaluation. Good knowledge of adolescent and youth engagement, human rights and gender. experience of working with youth network or NGO, preferably in the field of youth participation. Maximum Age 30 years .	<ul style="list-style-type: none"> <li>• Sound knowledge of handling virtual meeting platforms, video conferencing, social media platforms and computer skills.</li> </ul>	<input type="checkbox"/> Lead focal point for Youth activities under JD(IEC). <input type="checkbox"/> Any other activity assigned under the Programme
<b>AD-MAINSTREAMING</b>	Master's degree in social sciences ( Social work/sociology/psychology) from a recognized University	Minimum 3 years of experience Prior experience of enabling Public Private Partnerships with government public health programmes, in coordination with MoHFW, and/or State Health Departments, is essential.	<ul style="list-style-type: none"> <li>• Sound knowledge of handling virtual meeting platforms, video conferencing, social media platforms and computer skills.</li> <li>• Preference will be given to the candidate working in the field of HIV/ AIDS</li> </ul>	<input type="checkbox"/> Lead focal point for Mainstreaming activities under JD(IEC) <input type="checkbox"/> Any other activity assigned under the Programme
<b>AD-CSS &amp; GIPA</b>	Graduate from reputed institution .	3 years experience in HIV related matters, preference will be given to PLHAs and other community representatives.	<ul style="list-style-type: none"> <li>• Sound knowledge of handling virtual meeting platforms, video conferencing, social media platforms and computer skills.</li> <li>• Preference will be given to the candidate working in the field of HIV/ AIDS</li> </ul>	<input type="checkbox"/> Lead focal point for Community Systems Strengthening and Community Led monitoring as well as all other community involvement activities under JD(IEC) <input type="checkbox"/> Any other activity assigned under the Programme

# Administration Division

Position	Essential Qualification	Essential Experience	Desirable	Job responsibilities  (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
<b>Admin Officer</b>	Masters/Bachelors Degree in any discipline;	At least 3 years professional work experience preferably in managing HR tasks;	Knowledge and experience in using appropriate software and other computerized Microsoft office	<ul style="list-style-type: none"> <li><input type="checkbox"/> HR /Administrative Officer shall work under the direct supervision of the PD/APD and carry out following responsibilities:</li> <li><input type="checkbox"/> Coordinate staff recruitment and selection process in order to ensure timely filling of all posts;</li> <li><input type="checkbox"/> Ensure performance assessment and annual raise is administered as per DAC guidelines;</li> <li><input type="checkbox"/> Maintain data of all staff working at SACS and facility levels specifically related to nature of appointment, joining and leaving, skill set, annual increment, etc.</li> <li><input type="checkbox"/> Implement human resources policies and procedures;</li> <li><input type="checkbox"/> Manage administrative function and establish internal administrative systems and controls related to safety and security of the office, timely submission of bills, identification of new vendors, negotiation of prices and timely renewal of AMC's;</li> <li><input type="checkbox"/> Liaison with various agencies for service and maintenance;</li> <li><input type="checkbox"/> Provide regular progress report to the reporting officer and to DAC ; and</li> <li><input type="checkbox"/> Carry out any other works as required by the project</li> <li><input type="checkbox"/> Dealing with the EPF related matter, ensuring minimum wages to the employees of DSACS, caretaking related work, court matters and any other responsibility assigned by the office time to time and any work assigned by this office time to time.</li> <li><input type="checkbox"/> Any other activity assigned under the Programme</li> </ul>

Position	Essential Qualification	Essential Experience	Desirable	Job responsibilities  (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
<b>Admin. Assistant.</b>	State Govt. rules applicable		Ability to organize and prioritize workloads, meet deadline and targets	<input type="checkbox"/> Assist officers in day to day work and all other work entrusted from time to time. <input type="checkbox"/> Any other activity assigned under the Programme
<b>Personal Assistant</b>	State govt rules applicable			<input type="checkbox"/> Assist officers in day to day work and all other work entrusted from time to time. <input type="checkbox"/> Any other activity assigned under the Programme
<b>Computer Literate Steno</b>	Present incumbents would continue with existing qualifications. When new recruitment is made, graduate with computer literacy, skill in stenography 80/30 wpm .			<input type="checkbox"/> Graduate degree in any discipline with ability to manage assigned task of the division. Basic knowledge of computer essential. Assist officers in day to day work and all other work entrusted from time to time.
<b>Office Assistant</b>	State govt rules applicable		Regular	<input type="checkbox"/> Help Divisional officers in file maintenance, initiate correspondence and all other work entrusted from time to time.
<b>Driver</b>	State govt rules applicable		Regular	<input type="checkbox"/> Driving office vehicle and ensuring that the vehicles are maintained properly
<b>Messenger</b>	State govt rules applicable		Regular	<input type="checkbox"/> Dak distribution, support to office and all other work entrusted from time to time. <input type="checkbox"/> Any other activity assigned under the Programme

# Procurement Division

Position	Essential Qualification	Essential Experience	Job Responsibilities
			<b>(All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)</b>
<b>JD-PROC</b>	MBA in Material Management/ Supply Chain Management/Finance	7 years of experience in Procurement & Logistics	<ul style="list-style-type: none"> <li><input type="checkbox"/> Monitoring of overall activities of Procurement</li> <li><input type="checkbox"/> To see that budgetary allocations are appropriated to the respective end-users and thus, ensure timely and effective implementation.</li> <li><input type="checkbox"/> Implementation of Procurement Management System, as per the Govt. of India instructions/guidelines issued from time to time.</li> <li><input type="checkbox"/> Ensuring adhering to quality and timelines of procurement management i.e. procurement planning &amp; execution of goods and services.</li> <li><input type="checkbox"/> Reporting to NACO periodically on the subject matter.</li> <li><input type="checkbox"/> Any other activity assigned under the Programme</li> </ul>
<b>DD (PROC.)</b>	Post Graduate in Management/Public Health/Health & Hospital Administration/Commerce/CA/ICAI or Degree in Engineering	Minimum 5 years experience in managing procurements. Thorough knowledge of Central/State Govt. Finance rules related to procurement. Well versed with World Bank Guidelines. Knowledge of MS office.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Prepare and/or review the procurement plan for the implementation of NACP.</li> <li><input type="checkbox"/> Preparation &amp; vetting of Bid-Documents independently, complying to standard guidelines &amp; framework.</li> <li><input type="checkbox"/> Ensure adherence to Procurement guidelines issued by Govt. of India from time to time in all purchases.</li> <li><input type="checkbox"/> Provide methodological guidance and know how to procurement staff in procuring goods and services in compliance of the country's Govt. laws/Public Procurement and the procurement procedures of the donors.</li> <li><input type="checkbox"/> Build procurement capacity in the Procurement team and the beneficiaries through hands-on training.</li> <li><input type="checkbox"/> Initiate the procurement processes, including those for National and Local Competitive bidding procedures, ensuring compliance of agreed procurement methods' thresholds, prior review requirements specific to the project.</li> <li><input type="checkbox"/> Any other activity assigned under the Programme</li> </ul>

Position	Essential Qualification	Essential Experience	Job Responsibilities  (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
<b>AD (PROC.)</b>	Graduate with PG in Material Management/Supply Chain Management/M.Com or Inter CA with 3-5 years experience in procurement matters. Strong computer knowledge is essential.		<input type="checkbox"/> Handling all procurement matters related to SACS. <input type="checkbox"/> Forecasting of commodities. <input type="checkbox"/> Identify sources and notifying the potential bidders and consultants of bidding opportunities through advertisements and letters, e-mails, etc. <input type="checkbox"/> Maintaining rosters of Expressions of Interest of the consultants and bidders. <input type="checkbox"/> Monitor contract implementation including ensuring timely receipt of the goods and consultant's monthly status reports; confirming acceptability of goods delivered, and also acceptability of consultants' reports as reviewed, and recommending payments to the services providers i.e. suppliers and consultants, as they fall due. <input type="checkbox"/> Ensure Inventory Control of all commodities. <input type="checkbox"/> Resolve/sort out all issues related to procurement & supply chain, including Inventory Management Software. <input type="checkbox"/> Co-coordinating with Regional Procurement & Logistics Coordinator (RPLCs)
<b>Stores officer</b>	Graduate	3-5 years experience in Store Management, Inventory Control. Well versed with documentation required for logistical operation. Strong computer knowledge.	<input type="checkbox"/> Assist AD(Proc.) in effective Store Management <input type="checkbox"/> Ensure Inventory control of all commodities at facility level. <input type="checkbox"/> Maintenance of registers/records. <input type="checkbox"/> Warehouse management. <input type="checkbox"/> Implementation of Inventory Management Software. <input type="checkbox"/> Capacity Building of Logistics & Warehouse staff through hands-on training. <input type="checkbox"/> Any other activity assigned under the Programme

Position	Essential Qualification	Essential Experience	<b>Job Responsibilities</b>  <b>(All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)</b>
<b>Procurement Assistant</b>	B.Com	5 years experience, preferably in Procurement skills with computer knowledge.	<input type="checkbox"/> Allocating the drugs to ART Centres as per requirement, in line with the drug supplies. <input type="checkbox"/> Any other activity assigned under the Programme
<b>Pharmacist</b>	Preferably hold a Degree in Pharmacy from a recognised institute.  If candidate with degree is not available, diploma holder in pharmacy.	3 years of experience in health care institution can be considered.  He/she must be registered in the concerned state pharmacy council.	<input type="checkbox"/> Ensuring proper receipt and storage of drugs <input type="checkbox"/> Arrange for space for safe storage of drugs at SACS level in the state <input type="checkbox"/> Allocating the drugs to ART Centres as per requirement in in line with the drug supplies <input type="checkbox"/> Maintaining accurate records for all drugs received from suppliers / other states and distributed to ART Centres <input type="checkbox"/> Monitor and analyse the stock positions at ART Centre for smooth supply chain management <input type="checkbox"/> Ensure continuity and uninterrupted drug supplies at ART center /LAC plus/ LAC level <input type="checkbox"/> Prevention of drug expiry by timely relocations within the state and if needed facilitate outside the state relocations with official directives from NACO <input type="checkbox"/> Prevention of Stock outs by need based relocations <input type="checkbox"/> Quarterly physical count reconciliation of stocks <input type="checkbox"/> Timely submission of Monthly ARV stock report to NACO. <input type="checkbox"/> Any other activity assigned under the Programme

# Finance Division

Position	Essential Qualification	Essential Experience	Job Responsibilities (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
<b>JD-FIN</b>	Preference for regular officer from Govt. of Accounting Organization or  M.Com/ Chartered Accountant	7 years of experience	<ul style="list-style-type: none"> <li><input type="checkbox"/> Responsibility to maintain financial management including budgeting, funds management, compliance with reporting requirement and audit of SACS.</li> <li><input type="checkbox"/> Assist Project Director of SACS and overall responsibility for all finance and accounts procedure</li> <li><input type="checkbox"/> Develop financial capabilities and capacities in implementing agency to deal with the finance and account procedures</li> <li><input type="checkbox"/> Liaise effectively with NACO on financial matters</li> <li><input type="checkbox"/> Advise the Board/Governing body on all financial matters especially on financial policy and strategic issues</li> <li><input type="checkbox"/> Keep Project Director informed about financial position and financial performance of the project</li> <li><input type="checkbox"/> Preparation and approval of budget and financial projections/ forecasts</li> <li><input type="checkbox"/> Ensure development of satisfactory financial and accounting policies and procedures for the project and its adherence to these policies and procedures</li> <li><input type="checkbox"/> Ensure development and operation of a satisfactory finance management system for the project</li> <li><input type="checkbox"/> Ensure that an effective system of internal controls is operational</li> <li><input type="checkbox"/> Ensure smooth flow of funds to all levels of the project organisation, payment to various parties, and ensure adherence to service standards. Ensure effective cash management including short-term forecasting.</li> <li><input type="checkbox"/> To act as Treasurer of the Society</li> <li><input type="checkbox"/> Assume other tasks as directed by PD</li> <li><input type="checkbox"/> Any other activity assigned under the Programme</li> </ul>



Position	Essential Qualification	Essential Experience	Desirable	Job Responsibilities (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
<b>DD-FIN</b>	Preference for regular officer from Govt. of Accounting Organization  Or  M.Com	5 years experience	Knowledge of e-PFMS portal of Government of India.  Experience of dealing with Registered NGOs.	<input type="checkbox"/> Responsible of financial management including budgeting, funds management, compliance with reporting requirement and audit of SACS. <input type="checkbox"/> Assist Project Director of SACS and overall responsibility for all finance and accounts procedure. <input type="checkbox"/> Develop financial capabilities and capacities in implementing agency to deal with the finance and account procedures. <input type="checkbox"/> Liaise effectively with NACO on financial matters <input type="checkbox"/> Advise Board/Governing body on all financial matters especially on financial policy and strategic issues <input type="checkbox"/> Keep the Project Director informed about financial position and financial performance of the project <input type="checkbox"/> Preparation and approval of budget and financial projections/ forecasts <input type="checkbox"/> Ensure development of satisfactory financial and accounting policies and procedures for the project and its adherence to these policies and procedures <input type="checkbox"/> Ensure development and operation of a satisfactory finance management system for the project <input type="checkbox"/> Ensure that an effective system of internal controls is operational <input type="checkbox"/> Ensure smooth flow of funds to all levels of the project organization, payment to various parties, and ensure adherence to service standards. Ensure effective cash management including short-term forecasting. <input type="checkbox"/> Act as Treasurer of the Society. <input type="checkbox"/> Handle other tasks a directed by JD (finance).

Position	Essential Qualification	Essential Experience	Desirable	<b>Job Responsibilities</b> <b>(All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)</b>
<b>AD (FIN.)</b>	Preference for regular officer from Govt. of Accounting Organization	3 years experience		<input type="checkbox"/> Responsibility to perform internal, statutory & review audit, CFMS system and reimbursement claim and assist JD (F) in day to day function. <input type="checkbox"/> Timely release of funds to concerned implementing agencies for the project activities <input type="checkbox"/> Function as Drawing and Disbursing Officer <input type="checkbox"/> Identify and assess funds requirements under various components of project. <input type="checkbox"/> Produce component-wise, category-wise and account head-wise expenditure statements. <input type="checkbox"/> Prepare Schedule of Withdrawal of Proceeds and the Statement of Expenditure required for withdrawal of credit during retroactive financing period. <input type="checkbox"/> Ensure timely reconciliation of accounts of project to claim disbursement from World Bank/Global Fund. <input type="checkbox"/> Prepare budgetary provisions required for implementation of the project <input type="checkbox"/> Provide implementation assistance to AFU Personnel for smooth implementation of the finance and Account System. <input type="checkbox"/> Handling other work assigned by the Supervisors. <input type="checkbox"/> Monitoring of Logistic management <input type="checkbox"/> Any other activity assigned under the Programme

Position	Essential Qualification	Essential Experience	Job Responsibilities (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
<b>Finance Assistant</b>	Graduate preferably in Finance & Account/B.Com	3-5 yrs. post qualification experience or experience in state accounts cadre/organized accounts Govt. of India. Working knowledge of computer including experience of working in accounting software and MS Office package - essential.	<input type="checkbox"/> Smooth and timely conduct of internal audit and statutory audit <input type="checkbox"/> Review reports of DACS <input type="checkbox"/> Budgeting <input type="checkbox"/> Smooth and timely release of funds to field units <input type="checkbox"/> Preparation and submissions of reimbursement claims <input type="checkbox"/> Complying with reporting requirements <input type="checkbox"/> Receipt and scrutiny of claims received from the DACS <input type="checkbox"/> Consolidation (through CFMS) for sending it to NACO <input type="checkbox"/> To carry out other tasks as assigned by controlling officer. <input type="checkbox"/> Logistic and inventory management <input type="checkbox"/> Any other activity assigned under the Programme

# Facility

# STI Division

Position	Essential Qualification	Essential Experience	Desirable	Job responsibilities  (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
<b>LT at Regional STI Centres</b>	<p>B.Sc in Medical Laboratory Technology (BMLT)/ BMLS OR</p> <p>Diploma in Medical Laboratory Technology (DMLT)/ DMLS with the course duration of at least 2 years</p> <p>recognised by State Government/ Central Government</p>	<p>1) Two years of experience of working in diagnostic laboratory for those with B.Sc/ Diploma in Medical Laboratory Technology (course duration of 2 years)</p> <p>2) One year experience for those working in diagnostic laboratory for candidates having M.Sc in Medical Laboratory Technology</p> <p>3) Candidates with experience of working in accredited labs or those labs who have applied for accreditation will be preferred.</p>	M. Sc in Medical Laboratory Technology	<ul style="list-style-type: none"> <li><input type="checkbox"/> Undertake STI/RTI testing according to standard laboratory procedure. Draw blood for syphilis and HIV testing</li> <li><input type="checkbox"/> Assist doctor in collection of vaginal, cervical, urethral, oral or rectal samples.</li> <li><input type="checkbox"/> Maintain patient records and laboratory registers</li> <li><input type="checkbox"/> Procure and maintain laboratory supplies</li> <li><input type="checkbox"/> Submit Monthly reports to NACO in the prescribed format</li> <li><input type="checkbox"/> Help Technical Officer to prepare SOPs and documents for accreditation</li> <li><input type="checkbox"/> Enter data in IIMS/ any other latest e-tool developed for result reporting</li> <li><input type="checkbox"/> Any other work as assigned by Lab In-charge/NACO</li> </ul>

Position	Essential Qualification	Essential Experience	Desirable	Job responsibilities  (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
<b>TO at Regional STI Centres</b>	<p>B.Sc in Microbiology/ Biochemistry/ Biotechnology/Life Sciences</p> <p>Desirable Qualification:</p> <p>M. Sc in Microbiology/ Biochemistry/ Biotechnology/Life Sciences/ OR B.Tech (Biotechnology)</p>	<p>• 5 years of experience of working in any diagnostic laboratory for candidates with</p> <p>B. Sc in the above subjects</p> <p>• 2 years of experience working in any diagnostic laboratory for candidates with M. Sc/ B. Tech in the above mentioned subjects</p> <p>• Candidates with experience of working in accredited labs or those labs who have applied for accreditation will be preferred.</p>	<p>Laboratory experience in medical biological/ immunological/ laboratory techniques.</p> <p>The candidate should be computer literate with working knowledge of MS office, usage of Internet and electronic mail.</p>	<p><input type="checkbox"/> To work in close coordination with the microbiologist and community medicine specialists</p> <p><input type="checkbox"/> To conduct operational research and other research undertaken by the regional centres</p> <p><input type="checkbox"/> To participate in community-based surveys</p> <p><input type="checkbox"/> Data collection and compilation</p> <p><input type="checkbox"/> Will submit quarterly reports from Regional STI centre to NACO BSD in prescribed format</p> <p><input type="checkbox"/> Any other activity assigned under the Programme</p>

# BSD

Position	Essential Qualification	Essential Experience	Desirable	Job responsibilities  (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
<b>LT</b>	<p>B.Sc in Medical Laboratory Technology (BMLT) or BMLS</p> <p>Diploma in Medical Laboratory Technology (DMLT) or DMLS with the course duration of at least 2 years</p> <p>recognised by State Government/ Central Government</p>	<p>1) Two years of experience of working in diagnostic laboratory for those with B.Sc/ Diploma in Medical Laboratory Technology (course duration of 2 years)</p> <p>2) One year experience for those working in diagnostic laboratory for candidates having M.Sc in Medical Laboratory Technology</p> <p>3) Candidates with experience of working in accredited labs or those labs who have applied for accreditation will be preferred.</p>	M. Sc in Medical Laboratory Technology/ MMLS	<p><input type="checkbox"/> Draw blood for and undertake HIV and Syphilis screening and testing according to standard laboratory procedure and its QC.</p> <p><input type="checkbox"/> Undertaken Dual HIV Syphilis testing</p> <p><input type="checkbox"/> Ensure that adequate stock of consumables, rapid HIV diagnostic kits, RPR test kits and Dual HIV/Syphilis RDT are available in the ICTC.</p> <p><input type="checkbox"/> Keep a record of HIV and syphilis test results as well as a stock record of rapid HIV diagnostic kits, RPR test kits, Dual HIV/Syphilis test kits and consumables.</p> <p><input type="checkbox"/> Ensure the maintenance of all laboratory equipment.</p> <p><input type="checkbox"/> Scrupulously follow internal and external quality assurance procedures.</p> <p><input type="checkbox"/> Follow universal safety precautions and strictly adhere to hospital waste management guidelines.</p> <p><input type="checkbox"/> Perform testing in field setting and camp settings.</p> <p><input type="checkbox"/> Any other activity assigned under the Programme</p>
<b>Driver (Mobile ICTC)</b>	10th Pass; and holding a Valid driving license	2 years of driving LMV	Community candidates from HIV infected and affected as well as key communities.	<p><input type="checkbox"/> Driving and upkeep of Mobile ICTC</p>

# OST

Position	Essential Qualification	Desirable	Essential Experience	Job responsibilities  (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
<b>Medical Officer - OST</b>	MBBS with valid registration from the respective State Medical Council/NMC.	6 months of Junior Residency in any clinical branch.  Work Experience in HIV/AIDS Programme in field settings.	Those with MD Psychiatry / Diploma in Psychiatry Medicine (DPM) will be preferred.  Good working knowledge of computer, MS office.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assess patients of suitability for initiation into opioid substitution therapy programme. Induction into OST for clients that suit the criteria as per guideline. Also ensuring non-eligible clients are referred to appropriate referral services.</li> <li><input type="checkbox"/> Prescribe dosage for each client and ensuring that the dosage prescribed are adequate and dose modifications are being done in case management.</li> <li><input type="checkbox"/> Conduct regular follow ups as per protocol/clinical practice guidelines</li> <li><input type="checkbox"/> Ensure that dispensation is being conducted as per protocol/clinical practice guidelines</li> <li><input type="checkbox"/> Provide routine health check and basic health-care including appropriate clinical management/referrals for wound/abscess, overdoses and STIs, as per the facilities available at the clinic.</li> <li><input type="checkbox"/> Ensure documentation is being done as per the clinical practice guideline and standard operating protocols</li> <li><input type="checkbox"/> Be willing to go to Satellite OST centres once a week for monitoring and follow up of OST clients</li> <li><input type="checkbox"/> Be willing to provide teleconsultation to satellite OST centres and clients on take home if required</li> <li><input type="checkbox"/> Be willing to do task sharing (enter assessment details, follow up details on SOCH)</li> <li><input type="checkbox"/> Provide basic information to the clients and family members about the treatment process</li> <li><input type="checkbox"/> Referrals to ICTC for HIV diagnosis and other institutions for advanced care treatment</li> <li><input type="checkbox"/> Follow the NACO technical guidelines/protocols in all clinical practice</li> <li><input type="checkbox"/> Continuing professional development and sharing information between other care providers</li> <li><input type="checkbox"/> Help the centre in carrying out advocacy activities with higher authorities and stakeholders</li> <li><input type="checkbox"/> Lead the staffs in conducting regular program performance review of OST centre and satellite OST centres</li> <li><input type="checkbox"/> As and when required, the OST MO will also be responsible for sharing task with MO of other NACP facilities</li> <li><input type="checkbox"/> The staff will be required to do task sharing with their counterparts in other facilities</li> <li><input type="checkbox"/> Any other activity assigned under the Programme</li> </ul>



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<b>Data Manager at OST</b>	Graduate in any discipline with Diploma/Certificate in Computer Applications (from a recognized institute or university)	Working experience in data management and working knowledge of health related softwares.  Work Experience in HIV/AIDS Programme in field settings.	Masters in Statistics/Mathematics.	<input type="checkbox"/> Register patients in the OST centre on all work days <input type="checkbox"/> Take out the client related files during every visit by the client for follow-up <input type="checkbox"/> Ensure that the records are maintained by every staff <input type="checkbox"/> Prepare and send monthly reports for OST center and Satellite centres <input type="checkbox"/> Analyse the data and provide regular feedback on monthly program performance to the staffs <input type="checkbox"/> Generate a monthly list of irregular, pre LFU clients and share with Counsellor and nurse for monitoring and counselling. <input type="checkbox"/> Prepare weekly list of LFU cases to be shared with link IDU TI for follow up in coordination with counsellor and nurse <input type="checkbox"/> Maintain a record of LFU lists and tracking status in coordination with Counsellor. <input type="checkbox"/> Feed the data in the MIS/SOCH regularly <input type="checkbox"/> The Data Manager will also be responsible for sharing task with Data Manager of other NACP facilities <input type="checkbox"/> Any other activity assigned under the Programme

# CST Division

Position	Essential Qualification	Desirable	Essential Experience	Job responsibilities (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
<b>Senior Medical Officer</b>	MBBS with valid registration from the respective State Medical Council/NMC. OR MBBS with Post Graduate (MD/Diploma) including DNB in any clinical discipline recognised by NMC.	Work Experience in HIV/AIDS Program me in field settings. Those with MD Medicine / Diploma in Medicine will be preferred.	3 years experience is needed for MBBS candidates. Fresher Post Graduates from Clinical Discipline will also be considered. Good working knowledge of computer, MS office.	<p><b>Medical Responsibilities:</b></p> <ul style="list-style-type: none"> <li>He/she should conduct the initial evaluation of PLHIV (clinical and lab) and initiate PLHIV on ART</li> <li>He/she should conduct the clinical and lab monitoring of PLHIV initiated on ART (including CD4 count, adherence, viral load testing and other lab investigation)</li> <li>He/she should identify PLHIV with advanced HIV and ensure management of all patients advanced HIV disease at ART centre or must ensure referral and linkages to appropriate facilities e.g. lab, in patient departments etc.</li> <li>He/she should refer difficult/ complicated cases to the nodal officer or other specialist for further expert opinion and interventions including admission and inpatient care, if required. It includes referrals to other departments for treatment of, OIs, STI, etc.</li> <li>He/she should provide OI prophylaxis and preventive treatment as per guidelines</li> <li>Prevention and management of TB coinfection: He/she should perform 4S screening and take decision about TPT initiation or referral for TB diagnosis for all PLHIV attending ART centre. Initiation of ATT, CPT and ART as per technical guidelines</li> <li>He/she must update the prescribed columns in white cards and green books</li> <li>Ascertain eligibility for differentiated care (MMD, LAC, other DSD models)</li> <li>The SMO should refer "suspected/confirmed treatment failure" cases, "complicated cases" to the SACEP at the COE/ART plus for screening and initiation/modification/switch of ART, if required. The nodal officer of the ART centre must countersign all such referrals</li> <li>Focal point for care of exposed babies and EID for HIV exposed babies found "reactive" with DBS at ICTC and referred to ART centre</li> <li>Update the prescribed columns in white cards and green books</li> <li>Should actively participate and coordinate all initiatives/activities related to ART (e.g. Telemedicine, Verbal Autopsy, DSDM etc.) implemented by SACS/NACO time to time</li> <li>Any other activity assigned under the Programme</li> </ul> <p><b>Administrative Responsibilities:</b></p> <ul style="list-style-type: none"> <li>He/she is the functional team leader of the ART centre under the overall guidance of the Nodal officer. The SMO must supervise the administrative and medical functions of the ART centre on a day- to- day basis</li> <li>He/she should provide leadership to staff to work as a cohesive team and ensure implementation of national operational and technical guidelines</li> <li>He/she should ensure implementation of national operational and technical guidelines at ART Centres</li> <li>The SMO should also coordinate and monitor the linkages with CSC, other NGO's and networks</li> <li>He/she must co-ordinate and monitor the LAC/DSD models launched in the ART centre and ensure that the standard guidelines are being followed. Responsibilities in respect to Link ART centres/ LAC plus/ linked ART refill (DSD) sites</li> <li>He/she has to mentor and monitor the functioning, recording, and reporting of LAC/LAC plus/ DSD site along with the Nodal officer</li> <li>He/she must follow up out referral and in- referral of patients and communicate with the Link ART centre</li> <li>He/she must take decision to link out willing patients to the nearest LAC based on eligibility criteria</li> <li>He/she must do the clinical review of patients referred back to the nodal ART centre from LACs.</li> <li>Monitor the consumption and availability of drugs (ARV, ATT, OI and other drugs), CD4/VL kits, other consumables and alert the concerned authorities in case of impending shortage well in advance so as to enable adequate replenishment without disruption of ART care and support to PLHIV . Ensure that there is adequate drug stock available for multi-month dispensation patients.</li> <li>He/she should verify the staff attendance register daily and get it approved by the Nodal Officer at the end of the month before forwarding the attendance to the SACS</li> <li>The SMO must assist the nodal officer in carrying out the annual performance appraisal of the contractual staff based on the PMDS format which should then be approved by the nodal officer</li> <li>He/she must attend or ensure appropriate representatives are sent for monthly coordination meetings held at the district level, ART centre-CSC coordination meetings, HIV-TB meeting, DAPCU coordination meeting and any other . The SMO must attend review meetings by NACO/ SACS and training programmes conducted for medical officers</li> <li>He/she must be aware of all communications sent from NACO/SACS to the ART centre and should update the nodal officer about them on a day to day basis</li> <li>He/she must ensure that all records, registers, cards and IT based reporting system IMS software are updated daily and reports are sent to the concerned authorities on time. All reports should be checked by the SMO before taking approval from the Nodal Officer for sending them to the concerned authorities.</li> <li>Besides all the above, any other duty assigned by ART Centre In-charge/ SACS/NACO pertaining to ART services.</li> </ul>

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MO - ART	MBBS with valid registration from the respective State Medical Council/NMC	Work Experience in HIV/AIDS Programme in field settings. Those with MD Medicine / Diploma in Medicine will be preferred.	6 months work experience.  Post Graduates from Clinical Discipline will also be considered.  Good working knowledge of computer, MS office.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Medical Responsibilities:</li> <li>He/she should conduct the initial evaluation of PLHIV (clinical and lab) and initiate PLHIV on ART</li> <li><input type="checkbox"/> He/she should conduct the clinical and lab monitoring of PLHIV initiated on ART (including CD4 count, adherence, viral load testing and other lab investigation)</li> <li><input type="checkbox"/> He/she should identify PLHIV with advanced HIV and ensure management of all patients advanced HIV disease at ART centre or must ensure referral and linkages to appropriate facilities e.g. lab, in patient departments etc.</li> <li><input type="checkbox"/> He/she should refer difficult/ complicated cases to the nodal officer or other specialist for further expert opinion and interventions including admission and inpatient care, if required. It includes referrals to other departments for treatment of, OIs, STI, etc.</li> <li><input type="checkbox"/> He/she should provide OI prophylaxis and preventive treatment as per guidelines</li> <li><input type="checkbox"/> Prevention and management of TB coinfection: He/she should perform 4S screening and take decision about TPT initiation or referral for TB diagnosis for all PLHIV attending ART centre. Initiation of ATT, CPT and ART as per technical guidelines</li> <li><input type="checkbox"/> He/she must update the prescribed columns in white cards and green books</li> <li><input type="checkbox"/> Ascertain eligibility for differentiated care (MMD, LAC, other DSD models)</li> <li><input type="checkbox"/> MO should refer "suspected/confirmed treatment failure" cases, "complicated cases" to the SACEP at the COE/ART plus for screening and initiation/modification/switch of ART, if required. The nodal officer of the ART centre must countersign all such referrals</li> <li><input type="checkbox"/> Focal point for care of exposed babies and EID for HIV exposed babies found "reactive" with DBS at ICTC and referred to ART centre</li> <li><input type="checkbox"/> Update the prescribed columns in white cards and green books. 12. Should actively participate and coordinate all initiatives/activities related to ART (e.g. Telemedicine, Verbal Autopsy, DSDM etc.) implemented by SACS/NACO time to time</li> <li><input type="checkbox"/> .Any other activity assigned under the Programme</li> <li>Administrative Responsibilities:</li> <li><input type="checkbox"/> In the absence of SMO, the MO is the functional team leader of the ART centre under the overall guidance of the Nodal officer. The MO must supervise the administrative and medical functions of the ART centre on a day- to- day basis</li> <li><input type="checkbox"/> He/she should provide leadership to staff to work as a cohesive team and ensure implementation of national operational and technical guidelines</li> <li><input type="checkbox"/> He/she should ensure implementation of national operational and technical guidelines at ART Centres</li> <li><input type="checkbox"/> MO should also coordinate and monitor the linkages with CSC, other NGO's and networks</li> <li><input type="checkbox"/> He/she must co-ordinate and monitor the LAC/DSD models launched in the ART centre and ensure that the standard guidelines are being followed. Responsibilities in respect to Link ART centres/ LAC plus/ linked ART refill (DSD) sites <ul style="list-style-type: none"> <li>• He/she has to mentor and monitor the functioning, recording, and reporting of LAC/LAC plus/ DSD site along with the Nodal officer</li> <li>• He/she must follow up out referral and in- referral of patients and communicate with the Link ART centre</li> <li>• He/she must take decision to link out willing patients to the nearest LAC based on eligibility criteria</li> <li>• He/she must do the clinical review of patients referred back to the nodal ART centre from LACs.</li> </ul> </li> <li><input type="checkbox"/> Monitor the consumption and availability of drugs (ARV, ATT, OI and other drugs), CD4/VL kits, other consumables and alert the concerned authorities in case of impending shortage well in advance so as to enable adequate replenishment without disruption of ART care and support to PLHIV . Ensure that there is adequate drug stock available for multi-month dispensation patients.</li> <li><input type="checkbox"/> He/she should verify the staff attendance register daily and get it approved by the Nodal Officer at the end of the month before forwarding the attendance to the SACS</li> <li><input type="checkbox"/> MO must assist the nodal officer in carrying out the annual performance appraisal of the contractual staff based on the PMDS format which should then be approved by the nodal officer</li> <li><input type="checkbox"/> He/she must attend or ensure appropriate representatives are sent for monthly coordination meetings held at the district level, ART centre-CSC coordination meetings, HIV-TB meeting, DAPCU coordination meeting and any other . The MO must attend review meetings by NACO/ SACS and training programmes conducted for medical officers</li> <li><input type="checkbox"/> He/she must be aware of all communications sent from NACO/SACS to the ART centre and should update the nodal officer about them on a day to day basis</li> <li><input type="checkbox"/> He/she must ensure that all records, registers, cards and IT based reporting system IMS software are updated daily and reports are sent to the concerned authorities on time. All reports should be checked by the MO before taking approval from the Nodal Officer for sending them to the concerned authorities.</li> <li><input type="checkbox"/> Besides all the above, any other duty assigned by ART Centre In-charge/ SACS/NACO pertaining to ART services.</li> </ul>

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<b>Pharmacist</b>	Bachelors Degree in Pharmacy from a recognized institute. OR Diploma in pharmacy  The candidate should be registered in state pharmacy council.	Community candidates from HIV infected and affected as well as key communities.	3 years of experience for Diploma holders.  Good working knowledge of MS office.	<ul style="list-style-type: none"> <li><input type="checkbox"/> He/she must work under the guidance and supervision of SMO/MO</li> <li><input type="checkbox"/> Dispense ARV and OI drugs (including CPT, ATT and TPT/IPT) with proper counselling</li> <li><input type="checkbox"/> Advise the patients and family about the importance of adherence during each visit</li> <li><input type="checkbox"/> Counsel the patient on possible drug toxicities and report the same, if significant</li> <li><input type="checkbox"/> Do pill count and report any adverse effects of drugs or any OIs. Also, update the IIMS and confirm the next visit date given by the SMO/MO and inform the patient</li> <li><input type="checkbox"/> Maintenance of the drug stores as per guidelines</li> <li><input type="checkbox"/> Maintain and update drug stock and drug dispensing registers regularly every day. Inform the Senior medical officer/ MO in charge in case of any discrepancy. Duly take his/ her signature every fortnightly in the stock register</li> <li><input type="checkbox"/> He/she must update all IT based reporting system on daily basis and prepare reports to be sent to the concerned authorities as per NACO guidelines.</li> <li><input type="checkbox"/> Ensure that the centre, LAC and other drug refill sites has enough stock of ARV drugs for at least 3 months and inform the concerned authority about any near expiry or excess stocks well in time for relocation to other sites and ensure FEFO protocol is followed</li> <li><input type="checkbox"/> Physical verification of the drugs under the supervision of the nodal officer and the SMO on a quarterly basis and document it</li> <li><input type="checkbox"/> Facilitate transfer/ ensure availability of ARV drugs at LAC/DSD sites as per the number of patients linked out to the LAC/ DSD sites</li> <li><input type="checkbox"/> Besides all the above, any other duty assigned by ART Centre In-charge</li> <li><input type="checkbox"/> Any other activity assigned under the Programme</li> </ul>
<b>Data Manager - ART</b>	Graduate in any discipline with Diploma/Certificate in Computer Applications (from a recognized institute or university)	Working experience in data management and working knowledge of health related softwares	Graduate or Masters in Statistics/ Mathematics will be preferred.  Work Experience in HIV/AIDS Programme in field settings.	<ul style="list-style-type: none"> <li><input type="checkbox"/> He/she must work under the guidance and supervision of SMO/MO</li> <li><input type="checkbox"/> Ensure that all data recording and reporting softwares are properly installed, functioning, and updated</li> <li><input type="checkbox"/> He/she must update all IT based reporting system on daily basis and prepare reports to be sent to the concerned authorities as per NACO guidelines.</li> <li><input type="checkbox"/> Generate due list of PLHIV on ART, list of pre-ART (PLHIV on preparedness phase)/on-ART MIS/LFU, due list for CD4/VL testing and other list as required for patient and programme management and share them with respective ART staff</li> <li><input type="checkbox"/> Share list of pre-ART/on-ART MIS/LFU with CSC for tracking and tracing, coordinate for feedback and update the feedback in IMS and white card (All ART Records)</li> <li><input type="checkbox"/> Print and share all circulars/information sent by NACO/SACS to the Nodal Officer/SMO/MO and maintain a file for the important orders/communication</li> <li><input type="checkbox"/> Maintain the attendance register for the ART centre staff and get it verified by the SMO/MO every day and by the Nodal Officer at the end of the month</li> <li><input type="checkbox"/> Maintain the HR file including the biodata of the staff, copies of certificates, appointment letters, contractual service agreement, performance appraisal report, training details, remuneration etc</li> <li><input type="checkbox"/> Coordinate with the LAC/ LAC plus centres and ensure that all LAC/ LAC plus related tools are complete</li> <li><input type="checkbox"/> Prepare and send all the monthly reports prescribed by NACO and SACS after approval of MO/SMO/Nodal Officer</li> <li><input type="checkbox"/> Assist in analysis of data under the supervision of the Nodal Officer of the ART centre</li> <li><input type="checkbox"/> Maintain the accounts of the ART centre and the fixed assets register</li> <li><input type="checkbox"/> Data managers at ART centres shall support in Teleconsultation activities. DM at ART plus centre shall also function as the SACEP coordinators.</li> <li><input type="checkbox"/> Ensure regular data back-up.</li> <li><input type="checkbox"/> Any other duty assigned by ART Centre In-charge.</li> <li><input type="checkbox"/> Any other activity assigned under the Programme</li> </ul>

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LT - ART	B.Sc in Medical Laboratory Technology (BMLT) or BMLS  Diploma in Medical Laboratory Technology (DMLT) or DMLS with the course duration of at least 2 years  recognised by UGC/ State Government/ Central Government	Community candidates from HIV infected and affected as well as key communities.  Engagement with key populations and affected communities at field level.	One Year Experience for B.Sc in MLT (BMLT) or BLMS and Two Year Experience for DMLT or DMLS	<input type="checkbox"/> Phlebotomy, sample collection, performance of test, reporting

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<b>Staff Nurse-ART</b>	B.Sc. Nursing. OR GNM  Candidate must be registered in State nursing council.	Community candidates from HIV infected and affected as well as key communities.	The candidate should be computer literate with working knowledge of MS office, usage of Internet and electronic mail.  Engagement with key populations and affected communities at field level,	<ul style="list-style-type: none"> <li><input type="checkbox"/> Perform all paramedical functions of the centre as per requirement and support medical officers in patient consultation</li> <li><input type="checkbox"/> Perform baseline assessment of the patient including pulse, BP, weight, height etc</li> <li><input type="checkbox"/> Assess the physical, social, and psychological needs of the patient.</li> <li><input type="checkbox"/> Support management of patients with advanced HIV disease under the guidance of SMO/ MO</li> <li><input type="checkbox"/> Provide need-based nursing care and support to the patients</li> <li><input type="checkbox"/> Role of nurses at the ART centre in HIV-TB coordination:               <ul style="list-style-type: none"> <li>a. Focal point for all HIV-TB related activities</li> <li>b. Screening all the 4S +ve cases referred by the care coordinator for TB using 4 symptoms complex screening tool</li> <li>c. Record the TB symptom of the patient using the detailed stamp in the patient Green Book.</li> <li>d. Ensure referral of presumptive TB patients to CBNAAT/other appropriate diagnosis</li> <li>e. Fill TB referral form, facilitation TB referral and updating TB results status</li> <li>f. The lab form to be stamped by the nurse with the ART centre stamp to facilitate fast tracking of the patient for TB testing</li> <li>g. Maintaining and updating HIV-TB line list and TB register</li> <li>h. Coordinate with medical officer for initiation of TB treatment in PLHIV with TB co-infection. Provide counselling to PLHIV about TB treatment and ensure treatment completion.</li> <li>i. Prepare, update and maintain TB Treatment Card, HIV-TB register</li> <li>j. Attend the monthly NTEP meeting along with the completed line list for the month to be shared with the concerned STS</li> <li>k. Maintain the TB/HIV register at the ART centre ensuring timeliness, accuracy and completeness</li> <li>l. Coordinate with data manager for preparation of TB/HIV section of MPR</li> <li>m. Coordinate regularly with the HIV-TB coordinator / STS/STLS to ensure effective coordination between ART and NTEP for smooth functioning and uninterrupted service delivery.</li> <li>n. Share the details of all patients initiated on ATT at the ART centre / transfer of HIV-TB patients to another ART centre, with the HIV-TB coordinator daily.</li> <li>o. Ensure that all PLHIV receive TPT. Coordinate with other staff to ensure documentation of updated information in white card for PLHIV initiated on TPT with outcomes on completion of TPT.</li> </ul> </li> <li><input type="checkbox"/> Focal point for infection control practices at ART centre:               <ul style="list-style-type: none"> <li>a. Reinforce hand hygiene practices</li> <li>b. Reinforce cough hygiene in PLHIV with respiratory symptoms, including use of face covers /masks</li> <li>c. Ensure implementation of universal safety precautions and proper waste disposal at the centre</li> <li>d. Availability of PEP in emergency, labor room, ICU and other critical areas and maintenance of its records.</li> <li>e. Ensure implementation of IPC/AIC practices</li> </ul> </li> <li><input type="checkbox"/> Focal point for all issues related to pregnant positive women and HIV exposed child and early Infant Diagnosis (EID) in the absence of counsellor</li> <li><input type="checkbox"/> Coordinating and tracking the referrals made within the hospital by establishing linkages with various departments and in-patient wards</li> <li><input type="checkbox"/> Streamlining and guiding patients at the ART centre and helping in the efficient and orderly functioning of the centre</li> <li><input type="checkbox"/> Dispensing of ARV drugs in the absence of pharmacist as and when required Counselling of patients as and when required</li> <li><input type="checkbox"/> Collection of blood samples for CD4 testing and arrange/perform its transportation to the linked lab during the absence of Lab technician as and when required</li> <li><input type="checkbox"/> Provide reports to the doctor and other members of the ART centre multidisciplinary team</li> <li><input type="checkbox"/> Updation of reports as per NACO guidelines</li> <li><input type="checkbox"/> Any other duty assigned by ART Centre In-charge</li> </ul>

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Community Care Coordinator	PLHIV, with 10+2 Pass	Working knowledge of computer, usage of Internet and electronic mail.	Working knowledge of English and local language.	<input type="checkbox"/> He/she must work under the guidance and supervision of SMO/MO <input type="checkbox"/> Be the first interface with patient at centre <input type="checkbox"/> Ensure entries in the HIV visit register <input type="checkbox"/> Do the first stage 4 S Screening and record in Patient visit register <input type="checkbox"/> Be a peer educator for PLHIV at centre and provide psycho-social support to newly registered PLHIV <input type="checkbox"/> Aid PLHIV enrolled at the ART centre, within the hospital (OP and IP) <input type="checkbox"/> Coordinate with the linked Care and Support Centre & Link ART Centres. <input type="checkbox"/> Keep track of drug adherence of patients on ARV, counselling them on the importance of regularity of visits and ARV dosage <input type="checkbox"/> Augment the efforts of the counsellor and other staff of the centre in promoting positive living <input type="checkbox"/> Assist in patient retrieval, where necessary and as far as possible <input type="checkbox"/> Follow MIS/LFU cases on telephone, from “daily missed list” as well <input type="checkbox"/> Transfer of kits / other consumables / blood sample to nearby CD4 Labs in absence of LT, if necessary. Emergency transfer of drugs to LAC/ other ART centre/ Home visit of LFU cases (TA/ DA for such visits can be booked under operational cost of ART Centre as per NACO guidelines) <input type="checkbox"/> Manage filing of the white cards on daily basis Any other duty related to the programme assigned by SMO/MO



# COE

Position	Essential Qualification	Essential Experience	Desirable	Job responsibilities
				<p><b>(All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)</b></p>
<b>Research Fellow (Clinical)</b>	MBBS with valid registration from the respective State Medical Council/NMC.	<p>Work Experience in HIV/AIDS Programmes in field settings.</p> <p>Those with MD Medicine / Diploma in Medicine will be preferred.</p>	<p>6 months of Junior Residency in any clinical branch.</p> <p>Good working knowledge of computer, MS office.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Be involved in all research activities of the CoE: facilitate and monitor progress of the operational research projects, institutional research projects, multi-center studies, collaborative projects undertaken with the CoE; PhD thesis, PG dissertations, etc;</li> <li><input type="checkbox"/> Be involved in planning, data compilation, analysis and preparation of presentations / publications under the supervision and guidance of the Programme Director / Deputy Programme Director;</li> <li><input type="checkbox"/> Actively participate in training, mentoring and other capacity building programmes of the CoE</li> <li><input type="checkbox"/> Facilitate and coordinate expert-consultation through telemedicine / case-based learning</li> <li><input type="checkbox"/> Provide technical support in conducting distance learning seminar.</li> <li><input type="checkbox"/> Be involved in screening of cases referred for SACEP review from attached ART centres, ART plus centres and will work closely with the Programme Director of CoE and SACEP Coordinator in following the stipulated protocol for smooth functioning of SACEP and in providing appropriate alternative first line ART / second line/ third line ART as per NACO guidelines; be responsible to follow-up, compile and provide SACEP feedback/recommendation to the referring centres</li> <li><input type="checkbox"/> Function as the SMO/MO of ART centre, when required</li> <li><input type="checkbox"/> Be responsible to compile CoE reports for SACS and NACO;</li> <li><input type="checkbox"/> Monitor ART plus centres to execute regular SACEP and provide technical support to strengthen the technical competencies of the ART plus centre staff;</li> <li><input type="checkbox"/> Site visit to ART plus /ART centre / CSC / LAC as directed by the Programme Director / SACS/ NACO; and</li> <li><input type="checkbox"/> Perform any other job as assigned by the Programme Director/ Deputy Programme Director CoE.</li> </ul>



Position	Essential Qualification	Essential Experience	Desirable	Job responsibilities
				<b>(All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)</b>
<b>SACEP Coordinator</b>	Postgraduate with 1 year of experience OR Graduate with 3 years of experience	Experience in training, data management and accounting at any PHC/CHC/Dispensary/Health Centre preferably in ART Centre.	The candidate should be computer literate with working knowledge of MS office, usage of Internet and electronic mail.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Under guidance of Research Officer COE, review all records and communications regarding referrals made to the SACEP;</li> <li><input type="checkbox"/> Maintain SACEP schedule for review and communicate with the referring centres to ensure complete patient details and lab reports are available before SACEP review</li> <li><input type="checkbox"/> Organize SACEP meetings and coordinate with members of the SACEP;</li> <li><input type="checkbox"/> Communicate with referring ART centres to share SACEP recommendation and ensure follow-up of patients as per SACEP recommendation;</li> <li><input type="checkbox"/> Coordinate with pharmacist for patient drug transfers;</li> <li><input type="checkbox"/> Be responsible for registration of patients, maintenance of all forms and registers related to SACEP;</li> <li><input type="checkbox"/> Prepare and send SACEP reports to SACS and NACO;</li> <li><input type="checkbox"/> Coordinate activities of SACEP at ART Plus Centres in the region attached to the CoE;</li> <li><input type="checkbox"/> Be responsible for receiving and sending communications from and to the attached ART Centres;</li> <li><input type="checkbox"/> Be responsible for all data entries, maintaining and updating all records, registers and files pertaining to the CoE;</li> <li><input type="checkbox"/> Assist the Programme Director and the Deputy Programme Director in receiving and sending all communications related to the CoE;</li> <li><input type="checkbox"/> Work in the ART centre and perform the duties of Data Manager, whenever required;</li> <li><input type="checkbox"/> Assist in procurements, maintaining accounts, audits, handling contingency petty cash of the CoE;</li> <li><input type="checkbox"/> Assist the training and mentoring coordinator in communications and maintaining records; and</li> <li><input type="checkbox"/> Provide support in Teleconsultation activities. 16.Perform any other job as assigned by the Programme Director / Deputy Programme Director.</li> </ul>

Position	Essential Qualification	Essential Experience	Desirable	Job responsibilities  (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
<b>Training &amp; Monitoring Coordinator</b>	Postgraduate with 1 year of experience OR Graduate with 3 years of experience	Experience in training and monitoring in Health Sector	The candidate should be computer literate with working knowledge of MS office, usage of Internet and electronic mail.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Coordinate training activities of different categories of health care providers as per prescribed NACO curriculum through designated faculty / national trainers, pre training preparations and logistics for trainings at the CoE;</li> <li><input type="checkbox"/> Facilitate the blended clinical trainings in the region and monitor the progress of the participants on course completion</li> <li><input type="checkbox"/> Analyse pre-test and post-test questionnaires;</li> <li><input type="checkbox"/> Ensure post training follow-up with the participants;</li> <li><input type="checkbox"/> Coordinate logistics of mentoring / supportive supervision activities of attached ART centres/ART plus centres through telemedicine / e-discussions / case-based learning/ distance learning sessions / sharing of good practices / CMEs / feedback / onsite visits/ etc.</li> <li><input type="checkbox"/> Support SACS in facilitating and arranging logistics for ART review meetings</li> <li><input type="checkbox"/> Prepare and submit training and mentoring reports;</li> <li><input type="checkbox"/> Coordinate and facilitate contact classes related to the PGDHIVM programme; and</li> <li><input type="checkbox"/> Perform any other job as assigned by the Programme Director / Deputy Programme Director.</li> </ul>
<b>Data Analyst - ART (COE)</b>	Graduate in any discipline with Diploma/Certificate in Computer Applications (from a recognized institute or university)	Working experience in data management and working knowledge of health related softwares	Graduate or Masters in Statistics/ Mathematics will be preferred.  Work Experience in HIV/AIDS Programme in field settings.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Support SACS in analysis of routine programme data to monitor performance of ART services and take corrective actions</li> <li><input type="checkbox"/> Support SACS in ART review meetings in terms of data analysis, identification of low performing sites, preparations of presentations and documenting action points from meeting</li> <li><input type="checkbox"/> Analyse monthly reports and other data of the ART centre / attached ART centres and provide feedback to research officers to plan for specific mentoring activities (under information to Programme Director/Deputy Programme Director)</li> <li><input type="checkbox"/> Data analysis of research projects of CoE, collaborative projects and projects associated with the CoE and ART centre;</li> <li><input type="checkbox"/> Planning and preparing research protocols;</li> <li><input type="checkbox"/> Assist in manuscript writing and preparation of publications and presentations;</li> <li><input type="checkbox"/> Assist in dissemination of the research outcomes;</li> <li><input type="checkbox"/> Maintenance of quality data at CoE and attached ART centres; and</li> <li><input type="checkbox"/> Perform any other job as assigned by the Programme Director / Deputy Programme Director.</li> </ul>

Position	Essential Qualification	Essential Experience	Desirable	Job responsibilities  (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
<b>LT - ART (COE)</b>	B.Sc in Medical Laboratory Technology (BMLT) or BMLS  Diploma in Medical Laboratory Technology (DMLT) or DMLS with the course duration of at least 2 years  recognised by UGC/ State Government/ Central Government	M. Sc in Medical Laboratory Technology/ MMLS	1) Two years of experience of working in diagnostic laboratory for those with B.Sc/ Diploma in Medical Laboratory Technology (course duration of 2 years)  2) One year experience for those working in diagnostic laboratory for candidates having M.Sc in Medical Laboratory Technology  3) Candidates with experience of working in accredited labs or those labs who have applied for accreditation will be preferred.	<input type="checkbox"/> Perform all the laboratory tests related to ART treatment and specifically tests related to alternative first line and second line ART/third line;  <input type="checkbox"/> Be responsible for collection, transportation of sample and performing for viral load testing;  <input type="checkbox"/> Be responsible to maintain the line list including the due lists for CD4 testing and viral load estimation;  <input type="checkbox"/> Work as ART centre lab technician;  <input type="checkbox"/> Perform any other job as assigned by the Programme Director/ Deputy Programme Director.

# Lab Services

Position	Essential Qualification	Essential Experience	Job responsibilities
<b>Technical Officer</b>	<b>(All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)</b>		
	<p>• B.Sc in Microbiology/ Biochemistry/ Biotechnology/ Life Sciences</p> <p>Desirable Qualification:</p> <p>• M. Sc in Microbiology/ Biochemistry/ Biotechnology/ Life Sciences/ OR B. Tech (Biotechnology)</p>	<p>• 5 years of experience of working in any diagnostic laboratory for candidates with B. Sc in the above subjects</p> <p>• 2 years of experience working in any diagnostic laboratory for candidates with M. Sc/ B. Tech in the above mentioned subjects</p> <p>• Candidates with experience of working in accredited labs or those labs who have applied for accreditation will be preferred.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> NRLs: Monthly visit to their respective SRLs. TO to submit the tour report to I/C NRL and a copy to NACO</li> <li><input type="checkbox"/> Supervisory and troubleshooting, root cause analysis in testing errors in ICTCs under SRL</li> <li><input type="checkbox"/> Supervision and mentoring of laboratory technicians of SA-ICTCs/ PPCTCs through on site visits</li> <li><input type="checkbox"/> Monitor the work related to EQA including sending of panels to ICTCs. EQA data analysis and reporting</li> <li><input type="checkbox"/> Trainings: organizing ICTC- LT training</li> <li><input type="checkbox"/> SRLs: 12 days tour to linked ICTC centres. And assist ICTCs for NACO certification and certification (Technical officer to submit the tour report within 48 hours to I/C SRL and copy to NACO)</li> <li><input type="checkbox"/> Prepare SOPs and documents for accreditation</li> <li><input type="checkbox"/> Coordination with DAPCU officers for their field travel</li> <li><input type="checkbox"/> Perform viral load testing as assigned by Lab In-charge</li> <li><input type="checkbox"/> Look after STI and surveillance activities when required</li> <li><input type="checkbox"/> Visit to the ART centre to monitor and review and monitor the work related to viral load sample collection</li> <li><input type="checkbox"/> Enter data in IIMS/ NACO Prayogshala/ any other latest e-tool developed for result reporting</li> </ul>

Position	Essential Qualification	Essential Experience	<b>Job responsibilities</b>  <b>(All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)</b>
<b>Lab Technician</b>	B.Sc in Medical Laboratory Technology (BMLT)/ BMLS OR Diploma in Medical Laboratory Technology (DMLT)/ DMLS with the course duration of at least 2 years  recognised by State Government/ Central Government	1) Two years of experience of working in diagnostic laboratory for those with B.Sc/ Diploma in Medical Laboratory Technology (course duration of 2 years)  2) One year experience for those working in diagnostic laboratory for candidates having M.Sc in Medical Laboratory Technology  3) Candidates with experience of working in accredited labs or those labs who have applied for accreditation will be preferred.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Routinely perform the test for quantitative HIV-1 Viral Load as per SOP under NACP</li> <li><input type="checkbox"/> Develop SOP and other relevant documents as per quality policy of the VL lab</li> <li><input type="checkbox"/> Support development and implementation of Quality Management System in the VL lab</li> <li><input type="checkbox"/> Follow SOPs and forms of the VL laboratory and as defined under NACP</li> <li><input type="checkbox"/> Report generation and dispatch with turnaround time</li> <li><input type="checkbox"/> Ensure all documentation as per the operational guidelines provided</li> <li><input type="checkbox"/> Analyze lab data including program data and QC data</li> <li><input type="checkbox"/> Ensure participation of lab in EQAS programme</li> <li><input type="checkbox"/> Supervisory role for trouble- shooting, root cause analysis of testing errors at the lab</li> <li><input type="checkbox"/> Monitor quality indicators as per lab quality policy and as defined under NACP</li> <li><input type="checkbox"/> Perform trainings on sample collection and transportation for linked sites</li> <li><input type="checkbox"/> Supervisory role for trouble- shooting, root cause analysis of testing errors at the lab</li> <li><input type="checkbox"/> Ensure work output of 8 hours/ day for actual test performance and documentation</li> <li><input type="checkbox"/> Ensure maintenance of all samples for sample repository for later evaluation.</li> <li><input type="checkbox"/> Ensure that samples in the repository will not be used for research purpose.</li> <li><input type="checkbox"/> Ensure not to undertake any independent testing other than NACO samples.</li> <li><input type="checkbox"/> Ensure confidentiality of specimen at all levels.</li> <li><input type="checkbox"/> Will be accountable for every report generated by lab.</li> <li><input type="checkbox"/> Will attend all training organized by NACO.</li> <li><input type="checkbox"/> Submission of certified statement of expenditure at periodicity defined by SACS</li> <li><input type="checkbox"/> Submission of monthly testing report to NACO</li> <li><input type="checkbox"/> Coordination with SACS and NACO for lab consumables, kits and other things for smooth functioning of lab</li> <li><input type="checkbox"/> Perform any other duties as assigned by Lab in-charge and SACS</li> </ul>

# District

Position	Essential Qualification	Essential Experience	Desirable	Job responsibilities
				<p><b>(All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)</b></p>
<b>District ICTC Supervisor</b>	<p>Post Graduate degree / diploma in Psychology/Social Work/ Sociology/ Anthropology/ Human Development/ Nursing; OR Graduate in Psychology/Social Work/ Sociology/ Anthropology/ Human Development/ Nursing;</p>	<p>Work experience in field of counselling in health sector; preferably in HIV/AIDS.</p> <p>In the case of those recruited from the community of people infected with or affected by HIV/AIDS, the experience can be relaxed.</p> <p>Working knowledge of computers including MS Office.</p>	<p>Willingness to travel to peripheral levels in a district.</p> <p>Community candidates from HIV infected and affected as well as key communities.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Program Planning - Assume the responsibility of planning HIV activities by the HIV/AIDS facilities based on the epidemiological profile, location and performance of the facility following the NACP and SACS priorities for developing more realistic plans. The planning will be done under the guidance of the DPM and in collaboration with the other DAPCU team members.</li> <li><input type="checkbox"/> Programme Implementation - Support DACO and DPM in facilitating effective implementation of the approved plan based on DAC/SACS operational and implementation guidelines for different components of the programme for achieving desired outcomes.</li> <li><input type="checkbox"/> Monitoring and Reporting - Be responsible to monitor the programme activities through different forums to gauge the programme directions, use and encourage the facility staff to make informed decisions for sound implementation, and ensure reporting of quality data and information through periodic reports for preparing quality reports for submission to SACS/DAC.</li> <li><input type="checkbox"/> Capacity Building - Assess the capacity building needs of facility level staff and in consultation with the DACO/DPM address the gaps locally or centrally as per SACS directives to enhance their performance for better programme outcomes. Ensure the implementation of partner testing and assist counsellors wherever an additional technical support is needed.</li> <li><input type="checkbox"/> Coordination - Support the DACO for coordinating with the district administration, related line departments and non-governmental partners working in the sector to enhance the convergence to bring better synergy and promote NACP activities in the district.</li> <li><input type="checkbox"/> In addition to the above, the position will carry out any additional responsibilities as assigned by the DACO or DPM to address the programme needs and priorities.</li> <li><input type="checkbox"/> Any other activity assigned under the Programme</li> </ul>

## **A. Job descriptions of HR under DISHA:**

### ***i. Job description of Cluster Programme Manager (CPM)***

The CPM is a key lead position of the District Integrated Strategy for HIV/AIDS (DISHA) at the cluster level. The SACS will appoint the CPM on a contractual basis with the renewal of the position every year based on the performance.

**This position is equivalent to Deputy Director position in SACS.**

The CPM will **report to** the Nodal Officer of DISHA i.e., the APD or In-charge SIMU in case there is no APD position, in SACS for all the Cluster level updates as well as administrative reasons, through the proper channel of DACO.

The leadership role of DISHA Unit at the District level is DACO and the thus CPM will report to all the DACO in the Cluster for the respective Districts for all the updates and coordination.

Eight Days of field visits every month are mandatory for CPM.

CPM will be responsible for monitoring and providing necessary support to the Staff under DISHA Unit / DISHA Cluster.

### *Eligibility Criteria:*

#### *Essential:*

- Bachelor's Degree in Medical or Allied Health Sciences/ Master's Degree in Public Health/ Healthcare Management/ Healthcare Administration/ Social Science/ Psychology/ Applied Epidemiology / Demography / Statistics / Population Sciences or similar fields.

#### *Experience*

- Three years' experience for candidates with Master's Degree in Public Health / Healthcare Management/ Healthcare Administration/ Applied Epidemiology
- Five years' experience in Public Health for Bachelor's Degree in Medical and Allied Sciences/ Masters in Social Science/ Psychology/ Demography / Statistics / Population Sciences including a minimum two years of experience in HIV/AIDS sector.

*Age limitation: Maximum 50 years of age. Crucial date for determining the age limit will be the closing date of receipt of the application.*

#### *Desirable:*

- The suitable candidate should be familiar with the organization and functions of the State and local public health systems/ State AIDS Control Societies.
- Excellent written and verbal communication skills in local languages and English (Speaking, Reading, and Writing).
- Strong analytical, Advocacy and negotiation skills
- Willingness to travel extensively.
- Other expertise includes:
  - Programme Management Skills
  - Good knowledge of computers
  - Coordination and leading teams

The responsibilities are detailed below:

### **Advocacy and Coordination**

- *Coordination with District Administration and other line departments for integration and DAPCC.*
- *Conducting Periodic Review Meetings in Cluster for ensuring that Continuum of Care Services to PLHIVs and HRGs are provided,*
- *Implementation of HIV/AIDS Act.*
- *Coordination for LFU Tracking.*
- *Coordination with NHM and implementing partners for EMTCT.*
- *Ensuring availability of Commodities in the facilities under NACP.*
- *Formation and functionalization of Red Ribbon Clubs and implementation of the Adolescent Education Program.*
- *Ensuring the availability & Display of IEC Material in the facilities.*
- *Establishment of linkages with Social Protection Schemes in the Districts and its monitoring and follow-up.*
- *Ensuring the engagement of the program with Private Stakeholders in the District - like Pvt. Practitioner, Industries (ELM).*
- *Plan for commemorating important events (World AIDS Day, World Population Day, World Blood Donor Day, World Youth Day, National Voluntary Blood Donation Day etc.) to canvass HIV activities in the Cluster Districts with the active engagement of the District leadership and private institutions/ sponsoring agencies.*
- *Coordination with District Level Networks of PLHIV undertaking various activities under the DLN.*

### **Community System Strengthening**

- *Participate in the meetings of the Community Resource Group (CRG).*
- *Undertake the action points pertaining to DISHA Unit / DISHA Cluster emanating from the CRG meetings.*
- *Establishment of the system for grievance redressal.*

### **Capacity Building (CB)**

- *Training Need Assessment and Planning for undertaking the capacity building activities in the Districts.*
- *Provide necessary support for execution of Periodic CB workshops and act as a resource person in training wherever needed.*
- *Conduct the sensitization program for different stakeholders like District Legal Service Authorities on various provisions of the **HIV & AIDS (P&C) Act, 2017** in the District.*

### **Strategic Information (SI) and Monitoring**

- *Undertake prioritized Field Visits as planned in consultation with respective DACO and prepare Quarterly and Monthly Activity Plans.*
- *Ensure the use of District level data through the active databases of NACP (SIMS /SOCH/ PALS) for analysing and providing the necessary inputs to the DACOs and facilities on a regular basis.*
- *Formation and regular updation of the District profiles in the form of District Integrated Action Plan.*
- *Allocation of targets to each facility upon receipt of NACO/SACS approval.*



- Ensuring the compliance of Data protection and data sharing guidelines across the facilities in the District/s.
- Facilitate the execution of Research and Surveillance activities in the District.

#### **Newer Strategic Interventions**

- Facilitate the implementation of New Generation Communication Strategy in the facilities across the District/s.
- Facilitate the implementation of the virtual approach in the District/s.
- Facilitate the implementation of one-stop centres in the District/s.
- Facilitate the implementation of Sampoorana Suraksha Strategy in the District/s.
- Facilitate the expansion of viral load testing in the District/s.

#### **Other Functions**

- Plan for effective utilisation of Mobile ICTCs in the cluster, up-scaling of Facility Integrated-ICTCs.
- Document good practices observed within the cluster Districts.
- Make joint field visits with SACS and Technical Support Unit Programme Officer(s).
- Attend DISHA Review Meetings conducted by SACS with complete programme information.
- In addition, the position may be assigned with additional responsibilities based on the emerging priorities or evolving needs of the programme.
- Based on the requirement of the programme, there can be a relocation within the State.

#### **ii. Job Description of Clinical Services Officer (CSO)**

The CSO is an important position of the District Integrated Strategy for HIV/AIDS (DISHA). The position is appointed by SACS on a contract basis with renewal of the position every year based on performance.

This position is equivalent to the position of Assistant Director level in SACS and will report to the CPM or to DPM (in case CPM is not present) in DISHA for all the Cluster Level updates as well as administrative reasons.

10 Days of field visits in a month are mandatory from CSO.

#### **Eligibility Criteria:**

##### **Qualification:**

- Bachelor's Degree in Medical or Allied Sciences/ Master's Degree in Public Health/ Healthcare Management/ Healthcare Administration/ Social Science/ Psychology/ Applied Epidemiology / Demography / Statistics / Population Sciences

##### **Experience**

- One year's experience for candidates with a Master's Degree in Public Health / Healthcare Management/ Healthcare Administration/ Applied Epidemiology
- Three years' experience in Public Health with a Bachelor's Degree in Medical or Allied Sciences/ Masters in Social Science/ Psychology/ Demography / Statistics / Population Sciences with minimum of one year of experience in the HIV/AIDS sector.

**Age limitation:** Maximum 45 years of age. Crucial date for determining the age limit will be the closing date of receipt of the application.

**Desirable:**

- The suitable candidate will be familiar with the organization and functions of the State and local public health systems/ State AIDS Control Societies.
- Excellent written and verbal communication skills in local languages and English (Speaking, Reading, and Writing).
- Strong analytical, Advocacy and negotiation skills
- Willingness to travel extensively.
- Other expertise includes:
  - Programme Management Skills
  - Good knowledge of computers
  - Capacity building and Team Management

The position responsibilities are detailed below:

**Advocacy and Coordination**

- *Implementation of HIV/AIDS Act*
- *Conducting Periodic Review Meeting in Cluster for ensuring Continuum of Care Services to PLHIVs and HRGs are provided.*
- *Coordination for LFU Tracking.*
- *Coordination with the implementing partners for EMTCT.*
- *Formation and functionalization of Red Ribbon Clubs and implementation of the Adolescent Education Program.*
- *Ensuring the availability & Display of IEC Material in the facilities.*
- *Ensuring the engagement of the program with Private Stakeholders in the District - like Pvt. Practitioner, Industries (ELM)*
- *Support CPM/DPM for planning and commemorating important events (World AIDS Day, World Population Day, World Blood Donor Day, World Youth Day, National Voluntary Blood Donation Day etc.) to canvass HIV activities in the Cluster Districts with the active engagement of private institutions/sponsoring agencies.*
- *Coordination with District Level Networks of PLHIV undertaking various activities under the DLN.*

**Community System Strengthening**

- *Participate in the meetings of Community Resource Group (CRG)*
- *Assist the CPM/DPM in undertaking the action points pertaining to DISHA Unit / DISHA Cluster emanating from the CRG meetings.*
- *Assist CPM in the establishment of the system for Grievance redressal*

**Capacity Building**

- *Support CPM for Training Need Assessment and Planning for undertaking capacity building activities in the Districts.*
- *Provide necessary support for execution of Periodic CB workshops and act as a resource person in training wherever needed.*
- *Conduct the sensitization program for different stakeholders like District Legal Service Authorities on various provisions of the **HIV & AIDS (P&C) Act, 2017** in the District.*

**Strategic Information (SI) and Monitoring**

- Undertake prioritized Field Visits as planned in consultation with respective DACO and prepare Quarterly and Monthly Activity Plan.

#### **Newer Strategic Interventions**

- Facilitate the implementation of New Generation Communication Strategy in the facilities across the District/Cluster.
- Facilitate the implementation of the virtual approach in the District/Cluster.
- Facilitate the implementation of one-stop centres in the District/Cluster.
- Facilitate the implementation of Sampoorana Suraksha Strategy in the District/Cluster
- Facilitate the expansion of viral load testing in the Districts.

#### **Other Functions**

- Plan for effective utilisation of Mobile ICTCs in the cluster, up-scaling of Facility Integrated-ICTCs.
- Make joint field visits with SACS and Technical Support Unit Programme Officer(s).
- In addition, the position may be assigned additional responsibilities based on the emerging priorities or evolving needs of the programme.
- Based on the requirement of the programme, there can be a relocation within the State.

#### **iii. Job Description of Data Monitoring and Documentation Officer: (DMDO)**

The DMDO is one of the key positions of District Integrated Strategy for HIV/AIDS (DISHA). The position is hired by SACS on a contract basis, with the renewal of the position every year based on performance.

This position is equivalent to the position of Assistant Director level in SACS and will report to the CPM or to DPM (in case CPM is not present) in DISHA for all the Cluster Level updates as well as administrative reasons.

8 Days of field visits in a month are mandatory from DMDO.

#### **Qualification:**

- Master's degree in Public Health/ Healthcare Management/ Healthcare Administration/ Social Science/ Applied Epidemiology / Demography / Statistics / Bio Statistics/ Population Sciences/ Mathematics/ Economics

#### **Experience**

- One year's experience for candidates with Master's Degree in Public Health / Healthcare Management/ Healthcare Administration/ Applied Epidemiology
- Three years' experience in Public Health for Bachelor's Degree in Medical and Allied Sciences/ Masters in Social Science/ Psychology/ Demography / Statistics / Bio-Statistics/ Population Sciences with a minimum of one year of experience in HIV/AIDS sector.

**Age limitation:** Maximum 45 years of age. Crucial date for determining the age limit will be the closing date of receipt of the application.

#### **Desirable:**

- The suitable candidate will be familiar with the organization and functions of the State and local public health systems/ State AIDS Control Societies.

- Excellent written and verbal communication skills in local languages and English (Speaking, Reading, and Writing) and the ability to work well in an inter-disciplinary team.
- Strong analytical, advocacy and negotiation skills
- Willingness to travel extensively.
- Other Expertise include:
  - Programme Management Skills
  - Good knowledge of computers

The position responsibilities are detailed below:

*DMDO will be responsible to monitor the programme activities through different forums to gauge the programme directions, use and encourage the facility staff to make informed decisions for sound implementation, and ensure reporting of quality data and information through periodic field visits before the data is submitted by the facility to SACS/NACO.*

#### **Strategic Information (SI) and Monitoring**

- *Undertake prioritized Field Visits as planned in consultation with respective DACO and prepare Quarterly and Monthly Activity Plan.*
- *Ensure correct, complete, consistent, and timely reporting from all reporting units (RU)s as per SOCH/SIMS protocol.*
- *Ensure the use of District Level data through the active databases of NACP (SIMS /SOCH/ PALS) for analysing and providing the necessary inputs to the DACO and facilities on a regular basis.*
- *Ensure submission of the Monthly Report of the Cluster unit to the SACS and Cluster headquarters.*
- *Formation and regular updating of the District profiles in the form of District Integrated Action Plan.*
- *Allocation of targets to each facility upon receipt of NACO/SACS approval.*
- *Ensuring the compliance of Data protection and data sharing guidelines across the facilities in the District.*
- *Execution of Research and Surveillance activities in the District/s.*
- *Track and map field visits made to NACP facilities in the District/s and provide status report on demand.*
- *Ensure repository of data at single place in the District from all the partners working in the District/s.*
- *Respond to specific responsibilities as assigned by SACS.*
- *Periodic grading of all facilities based on programme performance.*

#### **Reporting and documentation**

- *Ensure 100% participation of all RUs in External Quality Assurance Scheme (EQAS) as per the guidelines.*
- *Document good practices in the Cluster and include them in the DISHA Monthly Report.*
- *Prepare monthly District dashboard indicators and maintain the records,*
- *Take the lead in the preparation of Spatial Map and Epidemiological Profiles and update them once every six months,*

### **Data Bank Management**

- *Be responsible for maintaining HIV data bank of the District for use by the DISHA team.*
- *Ensure that data pertaining to human resources, health commodities, fixed assets, and clients etc., related to all the HIV facilities is maintained electronically and hard copies are available in the files.*
- *Maintain facility-wise monthly and other reports, copies of feedback provided to the reporting units and feedback received from SACS/NACO or other visitors.*

### **Newer Strategic Interventions**

- *Implementation of I.T. enabled & client-centric Information Management System (SOCH) across all the facilities in the Districts.*
- *Support CPM in planning and execution of Monthly Review Meeting of all HIV facilities and document the outcomes*

### **Inventory Management**

- *Maintain a complete and updated list of the inventories in DISHA and HIV facilities consisting of equipment supplied by NACO/SACS or procured locally, transferred from other establishments, and donated by various institutions; health supplies received from NACO/SACS and allocated to facilities.*
- *Maintain Stock Register for health supplies, stock, and assets; monitor the consumption patterns of HIV testing kits, ARV drugs, RPR kits, STI drugs, condoms, OST and facilitate the supply of sufficient stocks.*
- *Responsible for managing the District Level cold chain and non-cold chain warehouse in the District/s.*
- *Ensure that the report on the stock status of the commodities under the facilities in the District is maintained and reported to SACS in a timely manner.*
- *Ensure the availability of commodities and document good practices observed within the cluster District/s.*
- *Coordinate with the SACS and the implementation partners for ensuring the smooth mobility of the commodities in the District/s.*
- *Conduct annual physical verification of assets at facilities, reconcile the data and submit a consolidated report to the DACO.*

### **Maintenance and reporting of Financial Records**

- *Perform the role for management of financials in the DISHA Unit / DISHA Cluster.*
- *Follow up with various HIV facilities of the District/s for timely submission of Statement of accounts/expenditure and utilization certificate (UC) along with the original bills/vouchers,*

### **Other Functions**

- *Make joint field visits with SACS and Technical Support Unit Programme Officer(s).*
- *Establishment of linkages with Social Protection Schemes in the Districts, its monitoring, documentation and follow-up.*
- *In addition, the position may be assigned additional responsibilities based on the emerging priorities or evolving needs of the programme.*

- *Based on the requirement of the programme, there can be a relocation within the State.*

**B. Job description of positions under DISHA Units:**

With the changing programmatic needs over a period of time, the Job Description of DPM has to change to cater to the necessities of the revamped DAPCU strategy.

- a) Thus, the job responsibilities of District Program Manager will be the same as that of the Cluster Program Manager. It is to be noted that the designation of DPM in the revamped DAPCU Strategy (DISHA) will remain the same.
- b) The job responsibilities of District ICTC Supervisor will be the same as that of Clinical Service Officer. The designation of DIS remains the same as that in the DISHA Unit. If there is no DPM position in the District, the DIS will report to the CPM.
- c) The job responsibilities of District Assistant- Program, Account and M&E will be the same as that of Data Monitoring and Documentation Officer (DMDO). It may be noted that the designation of District Assistant (Program, M&E, Accounts) remains the same in DISHA Strategy. In case, all the three positions are vacant in a particular District, only then will recruitment of DMDO be considered by respective SACS.



सत्यमेव जयते

निधि केसरवानी, भा.प्र.से.

निदेशक

Nidhi Kesarwani, I.A.S.

Director



राष्ट्रीय एड्स नियंत्रण संगठन  
स्वास्थ्य और परिवार कल्याण मंत्रालय  
भारत सरकार

National AIDS Control Organisation  
Ministry of Health & Family Welfare  
Government of India

No. T-11025/08/2022-NACO (BSD) CB

Dated: 09/11/2022

Order

**Subject: Revised integrated Terms of Reference (ToR) for the Counselor's under National AIDS Control Programme (NACP) Phase -V**

In order to provide quality services to the client in a holistic manner, it has been reviewed to create synergy in the counseling support provided to clients visiting various services under NACP.

A revised ToR for the Counselor's working in wide-range of programmes under NACP-V (e.g. Help line 1097, Targeted Intervention projects, Opioid Substitution Therapy centers, Anti Retro-viral Therapy Centres, Integrated Counselling and Testing Centres, Designated STI/RTI Clinics, One Stop Centre, Sampoorana Suraksha Strategy) has been approved by the competent authority.

In this regard, all the States has to ensure the following Terms of Reference (ToR) for the counselors under all the components of program.

Revised ToR for counselor's under NACP-V

**A. Essential Qualification:**

Graduate degree holder in Psychology/Social Work/Sociology/ Anthropology/Human development/Nursing with 3 years of experience in counseling/educating under National Health Programme

OR,

Post-graduate in Psychology/Social Work/Sociology/ Anthropology/Human development/Nursing

**If candidate is a person living with HIV/AIDS (PLHIV),**

Graduate degree holder in Psychology/Social Work/Sociology/ Anthropology/Human development/Nursing with 1 years of experience in counseling/educating under National Health Programmes

**B. Desirable**

- Experience of working under the National AIDS and STD Control Programme (NACP) facility or community settings

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9th Floor, Chandralok Building, 36 Janpath, New Delhi-110001 Tel. : 011-23325343 Fax : 011-23325335  
E-mail : dir@naco.gov.in

अपनी एचआईवी अवस्था जाने, निकटतम सरकारी अस्पताल में मुफ्त सलाह व जाँच पाएँ  
Know your HIV status, go to the nearest Government Hospital for free Voluntary Counselling and Testing



### C. Knowledge and Skill:

- The candidate should be computer literate with working knowledge of MS office, usage of internet and electronic mail.
- Familiarity with government health policies and related programmes.
- Ability to work in teams, and flexible ways of working as per the need of programme

### D. Role and Responsibilities are:

The counselor would be performing following jobs, in facility (including prison) and also in outreach/community settings through field visits in a confidential and ethical manners, as per the modalities prescribed in national guidelines/periodic instructions issued under the National AIDS and STD Control Programme

1. Counseling and educating the target audience on preventive measures, testing and treatment of HIV, STIs and related co-infections through one-to-one or group counseling, using suitable medium (Exp. posters, flip books, flyers, leaflets, audio-visual materials, tele-counselling, virtual platform etc.)
2. Undertaking the risk assessment of the target audience and offering of suitable follow-up services as per the risk level of the clients,
3. Promoting of comprehensive prevention models (Condom, Contraception, Pre-Exposure Prophylaxis, Post-Exposure Prophylaxis etc.), including condom demonstration (using penis model), for prevention of new infections,
4. Undertake HIV and Syphilis screening services in facility and field settings,
5. Undertake the counseling for people found reactive/positive for HIV, STIs and related co-infections, including but not limited to, anti-retroviral medicines, preparedness counseling, adherence counseling, opportunistic infections management, management of NCD, lifestyle modification, positive prevention, disclosures, index testing, psychosocial support, family counseling, suitable linkage and referrals, including to 1097, social protection schemes, legal aid, rehabilitation and other relevant services etc.
6. Benefits of DTG based regimen or current ART regimen which is preferred in programme.
7. Undertake the enabling environment to fight against stigma and discrimination.
8. Undertake the family planning counseling and follow-up referral and linkages among eligible HIV positive clients,
9. Undertake the counseling among adolescents and youths for sexual and reproductive health including that for prevention, testing and treatment of HIV, STIs and related co-infections Undertake the counseling and follow-up services for 'at-risk' non-reactive/negative clients, including but not limited to, comprehensive prevention models, periodic screening for HIV/STIs and suitable linkage and referrals, including to 1097, as per the national guidelines,
10. Follow-up for HIV and STIs reactive/positive people through field visit/outreach ensuring uptake of suitable services like confirmatory testing, registration to treatment facilities and adherence counseling,
11. Follow-up for HIV and STIs reactive/positive children through field visit/outreach ensuring uptake of suitable services like confirmatory testing, viral load tests, registration to treatment facilities and

Contd...






adherence counseling,

12. Follow-up for HIV and STIs reactive/positive children through field visit/outreach for ARVs/prophylaxis/suitable treatment administration
13. Coordination with various outreach workers/field functionaries/ANM/ASHA Workers/Anganwadi Workers etc. in context of HIV/STI-reactive/positive individuals ensuring uptake of suitable services like confirmatory testing, registration to treatment facilities, adherence counseling etc.
14. Promote institutional delivery of HIV infected pregnant women.
15. Counselling on exclusive breast/replacement feeding (EBF/ERF) and counsel mother for complete EID.
16. Perform the role of nodal point for Sampoorna Suraksha Strategy as suitable for the given locality,
17. Counselling on harm-reduction services for injecting drug users including on the topic of Opioid Substitution Therapy, Viral Load testing and viral suppression.
18. Administration of OST drugs to the injecting drug users as suitable,
19. Ensuring the suitable use and maintenance of kits/commodities/consumables/equipment's provided under NACP including the cold-chain maintenance of kits/drugs as per the guidelines,
20. Undertake the data recording and reporting, including the data entry in IT-enabled platforms, for the services offered as per the system prescribed under the national guidelines.
21. Undertake the specific activities in context of the programme monitoring, surveillance and research as per the instructions issued periodically,
22. Participation in reviews, trainings and capacity building activities etc. as per the instructions issued periodically.
23. Undertaking of any other related activities under NACP as per the instructions issued periodically.

This issue with the approval of competent authority.



(Nidhi Kesarwani)

**To**

**Project Director's  
State AIDS Control Societies**

**Copy to**

- 1) Sr. PPS to Additional Secretary and Director General, NACO
- 2) Sr. PPS to Director, NACO
- 3) All Division Heads, NACO
- 4) Deputy Secretary (Admin), NACO
- 5) Deputy Directors-NACO