

**Country Coordination Mechanism (CCM) Secretariat for the
Global Fund to fight AIDS, Tuberculosis and Malaria**

**Invites applications for the following staff for the CCM Secretariat located at
Ministry of Health & Family Welfare, New Delhi**

- 1. CCM Coordinator – one**
- 2. Programme Officer – one**
- 3. Administrative Assistant – one**

Detailed ToRs are attached.

Place of posting : Delhi

**Please send applications with updated CV via e mail to :
ccmindiasecretariat@gmail.com**

Last date for receiving the applications : 15th December 2014 (6 PM)

TORs for CCM Secretariat Staff

CCM Coordinator

Educational Qualification :

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

Essential:

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

Desirable:

1. Prior experience of working in government or non-government sector for communicable diseases, especially, HIV/AIDS, TB and Malaria.
2. Should possess ability to plan and coordinate with multiple agencies e.g. government, civil society, development agencies working in the field of health.
3. Must be willing to travel extensively in the country and should be capable of taking on independent responsibilities

Knowledge and skills:

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

Role & responsibilities

The Coordinator India-CCM Secretariat will assist in the smooth operation and management of the Secretariat of the India-Country Coordinating Mechanism (CCM) for the Global Fund for AIDS, Tuberculosis and Malaria), by performing the following functions:

1. Provide support to the India-CCM by calling and organizing regular meetings, assisting in capacity-building for the CCM, including organization of induction training and regional

workshops, and liaison with the various CCM constituencies and their representatives, including the Local Fund Agent, the Government Operational Principal Recipients (NACO, the Central Tuberculosis Division, and the National Programme on the Control of Vector-Borne Diseases, and the NGO PR's.

2. Meeting the requirements of CCM Secretariat as listed under TORs of India CCM.
3. Management of CCM processes, to include updating list of members, finalizing the election of civil society representatives, preparing the agenda of meetings, preparing minutes and circulating them to the CCM within defined time limits. Document all meetings, and all matters relating to policy concerns and formulations, problems and solutions.
4. Facilitate the performance oversight responsibility of the India-CCM to ensure that the PR's are performing adequately and to identify performance bottle necks in advance to facilitate the India-CCM to address the issues in time by facilitating regular feedback between the PR(S), the India-CCM; the LFA and in country technical and management partners.
5. Liaise with staff in charge of updating the website of the CCM and tracking GFATM-relating information, make proposals for the improvement of the website, and liaise with the CCM members on communication.
6. Facilitate and manage the preparation and drafting of the national proposal to the GFATM for different funding models (e.g NFM), guidelines for which will be announced by the GFATM and decision on the thematic focus areas will be made by the CCM, including :
 - a. To coordinate and liaise with the Sub-Committee (responsible for Guiding the proposal development process for the specific Round) to facilitate and record their meetings
 - b. Facilitate the provision of technical and policy inputs to the organizations from the various constituencies that are eligible and desirous of submitting proposal(S) for the consideration of the India-CCM for each Grant Round/Funding Model and provide the feedback on the status of the proposals submitted to all concerned in a transparent manner.
 - c. Facilitate the provision of technical and policy inputs to the proposal, including liaison with the organizations that are leading preparations for proposal development in relevant sectors.
 - d. Facilitate the national proposal development for each Round cycle/Funding model, including: liaison with the consulting group in charge of finalizing the proposal to the Global Fund; setting realistic timelines so as to submit the proposal on time; review proposal drafts; clarify issues raised by the GFATM Technical Review Panel and the GFATM Secretariat and monitor the status of Approval by the GFATM Board.
 - e. Provide technical and organizational support to the committee for the review of proposals submitted and recommendations to the India-CCM on eligible proposals and on nomination of the Principal Recipients (PR's).
7. Keep track of the disbursement of fund instalments to the PR's from the GFATM and to the sub-recipients from the PR's; the submission of the physical and financial progress on performance by the sub recipients to the PR's to the India-CCM-LFA and the GFATM Secretariat.
8. Facilitate the India-CCM to function as a real country level partnership of various stakeholder constituencies in all aspects of the Grant Cycle as envisaged by the GFATM Board in order for new and continuation proposals from the India-CCM to be always eligible for consideration by the GFATM by meeting the minimum eligibility criteria for CCMs laid down by the GFATM Board.

9. Service the India-CCM by providing the needed technical facilitation and effective coordination and liaison with the various constituencies and its representatives at the CCM that may be nominated by the India-CCM in subsequent Grant Rounds/Funding models and the GFATM Secretariat.
10. Facilitate the work of Oversight Committee and other committees/sub committees of India CCM.
11. Track all GFATM related information and keep the India-CCM and its website and the various Principal Recipients updated on all changes and developments. Document all problems and solutions; policy concerns and formulations; best practices and success stories related to all the GFATM Grant Cycles in India.
12. Facilitate the preparation of position and policy papers on key public health aspects of HIV/AIDS, Tuberculosis and Malaria epidemics and control programmes for the India-CCM with respect to India and the SEAR Constituency countries and related GFATM Policy and Strategy issues for the MOH&FW, GoI official representing the SEAR Constituency at the Policy and Strategy Committee of the GFATM Board.
13. Facilitate the leadership role of India for the 11 constituent countries at the level of the GFATM Board and the Committees of the GFATM Board with a SEAR constituency membership to clearly and strategically represent the concerns and priorities of India and the Constituency countries in all matters related to the GFATM.
14. Any other duties and responsibilities assigned by the Supervising Joint Secretary/Member Secretary CCM/GFATM focal point in the India-CCM

Suggested Remuneration

Rs. 72,000 per month

Program/MIS Officer

Educational Qualification

Graduate from a recognized university or institution

Essential:

1. Minimum three years working experience in health related sector
2. At least 2 years full time experience in the area of programme management in health related field.

Desirable:

1. Hands on experience in project management/ M&E
2. Experience in coordination with multiple sectors/agencies, especially in health and related sectors.

Knowledge and skills:

- a) Capability to function collaboratively and productively in a multidisciplinary environment.
- b) Ability to represent CCM Secretariat during interactions with relevant stakeholders, civil society and other agencies.
- c) Ability and willingness to travel extensively.
- d) Interpersonal and management skills with ability to work in a deadline-driven environment.
- e) Possess team working capability.
- f) Good command over MS-Office/internet and common software
- g) Good communication skills in English and Hindi, both written and verbal.

Role & Responsibilities

Responsibilities regarding existing GFATM Grant Rounds

- Provide programmatic and technical inputs to the PR's
- Coordinate with the PR's on collecting the progress reports
- Analyse the reports, seek clarifications/feedback and disseminate information to CCM members
- Responsible for updation of the CCM website with data from latest progress reports, and coordinating responses to the queries regarding GFATM programs in India.

Responsibilities regarding New Funding Model of the GFATM

- Maintain complete documentation of the proposal development process.
- Develop criteria for screening concept notes/proposals submitted for consideration under GFATM Round
- Develop a technically sound criteria for short listing concept notes/proposals submitted for consideration under GFATM Round
- In coordination with the CCM Coordinator, set up the Technical Review committee to review short listed proposals
- Organize meetings of the Technical Review Committee and ensure all discussions are well documented
- Provide technical support to the committee for the review of proposals submitted and recommendations to the India-CCM on eligible proposals and on nomination of the Principal Recipients (PRs).
- Organise consultations with proposed PRs and SRs and facilitate grouping of organisations
- Support proposal development through participation in meetings with proposed Principal Recipients (PRs)
- Facilitate the provision of technical and policy inputs to the Round proposal, including liaison with the organizations that are leading preparations for proposal development
- Responsible for development of the final proposal for Round/NFM , including liaison with the consulting group in charge of finalizing the proposal to the Global Fund, review proposal drafts; clarify issues raised by the GFATM Technical Review Panel.

Suggested Remuneration

Rs. 48000 per month

Administrative Assistant

Educational Qualification :

Graduate from a recognized institute or university

Desirable :

Diploma or certificate in Office Administration from a reputed institute.

Experience :

Five year's prior work experience in related field.

Knowledge and Skills

- High degree of proficiency in office procedures, typing and machines (photocopier, fax etc).
- Must maintain confidentiality at all times.
- Two year's accounting or bookkeeping experience
- Knowledge and practical experience regarding computer skills, including Microsoft Word and Excel Programs.
- Ability to work independently and make decisions in accordance with established policies and regulations.
- Familiar with networks and data backup procedures.
- Good attendance record

Role & Responsibilities

- Support the CCM Secretariat for all routine administrative tasks such as filing, phone calls, documentation, minutes of meetings and dissemination of information
- Organise CCM meetings, other subcommittee and technical committee meetings, including the venue, attendance, documentation and minutes
- Support the CCM Secretariat team in all activities related to Round call for proposals
- Maintain the database of all the GFATM Grant Rounds to India
- Provide the CCM Secretariat Team administrative support

Suggested Remuneration

Rs. 24000 per month