

Ministry of Health & Family Welfare
Department of AIDS Control
(National AIDS Control Organization)

Applications are invited for appointment of Technical Officer (Link Worker Scheme) on contractual basis.

Duties and responsibilities:

1. Facilitate compilation and analysis of information (Physical and Financial) generated in Link Workers Scheme for ensuring evidence based planning and monitoring.
2. Facilitate development of benchmarks – programmatic and financial for each state to comply with the year wise targets under the scheme
3. Ensure planning and implementation of the program in accordance with the GFATM Round-7 targets
4. Facilitate development of capacity of staffs at SACS and TSU level to implement, monitor and review the progress of LWS.
5. Coordination with UNDP, UNICEF and USAID to ensure achievement of common targets under LWS
6. Coordination with Regional and National Training Institutes for conducting various training.
7. Develop inventory of documents about the best practices and sharing with stakeholders.
8. Regular field visit for the monitoring and supervision of the scheme.
9. Ensure the contracting process of NGOs/Partners
10. Coordinate for Fund release to NGOs/Partners
11. Capacity building of SACS and NGOs/Partners
12. Ensure the evaluation process of LWS
13. Any other work assigned by Senior Officers

Educational Qualification and Experience:

1. Post Graduate preferably in Social Sciences
2. Strong analytical skills, good writing and communication skills in English and Hindi
3. Working knowledge of computers including MS office package

Remuneration: In the range of Rs. 28750-45000 per month (depending on qualification and experience).

Duration: Initially the **contract** shall be for a period of one year.

Age: Not more than 45 years.

Eligible candidates may send applications by email with subject line ‘Application for TO (LWS)’ with details as mentioned above in the Bio-data at the following address:

jobs.naco@gmail.com

The last date of receipt of application is 26th August 2010.