

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

Invites applications for the post of **Programme Officer (One position)** for India CCM Secretariat being hosted by Ministry of Health & Family Welfare, New Delhi.

- Detailed TORs are attached.
- Place of Posting: Delhi

Please send applications with updated CV via email to iccmsect-mohfw@gov.in by **June 2nd 2023** Please ensure to mention post applied for in the subject of email application.

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Terms of Reference- Programme Officer, India-CCM Secretariat

Role & Responsibilities:

Programme Officer will assist in the smooth operation and management of the Secretariat of India-Country Coordinating Mechanism (CCM) for the Global Fund for AIDS, Tuberculosis and Malaria by performing the following functions under the close guidance of Coordinator and Focal point India CCM:

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 workshops, and liaison with the various CCM constituencies and their representatives, including GFATM, Local Fund Agent, the Government Principal Recipients (NACO, CTD, NVBDCP) and the NGO PR's.
2. Support CCM processes-, facilitating work related to election process of India CCM, 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 grant implementation in India.
3. Facilitate the work of Oversight Committee and other committee/sub committees of India CCM, prepare agenda of the meeting, preparing minutes and circulating them to all concerned within defined time limits.
4. Support Coordinator for the preparation, development and submission of the national proposal to the GFATM for allocation cycles announced by the GFATM with support for the following:
 - a) To coordinate and liaise with all stakeholders- CCM members, development partners, government programmes, non-government partners and community representatives by calling broad consultations and documenting feedback received from them guiding the proposal development process.
 - b) Maintain complete documentation of the proposal development process.
 - c) Provide technical support to various sub committees- for the review of proposals submitted by Principal Recipients (PRs) and recommendations to the India-CCM on eligible proposals or nomination of the Principal Recipients (PRs) and disease expert committees to review final funding proposal etc.
 - d) Support proposal development through participation in meetings with proposed Principal Recipients (PRs)
5. Support coordinator to keep track of the disbursement of fund installments to the PR's from the GFATM and to sub-recipients from the PR's.
6. Maintenance of finance related work of India CCM, verification of bills and vouchers (TA/DA, website, vehicle related) and preparation of compiled financial statement (costed work plan, statement of expenses) including audits of India CCM Secretariat
7. Maintenance of HR related matters, leave record, administrative and financial matters of India CCM Secretariat.
8. Oversee and take charge of activities of Administrative Assistant, India CCM during periods of leave.
9. Any other work as assigned by Focal Point, India CCM.

Educational Qualification and Experience

- Master's Degree/Post graduate diploma in Public Health/ Health Care Management/ Social Sciences from a recognized university or institution with relevant work Experience.
- Minimum two years post-qualification work experience in health sector in the area of programme management with Govt./ Private/ NGO/ other organizations working in health related field/ health projects at National/ State/District level.

The essential qualification may be relaxed in cases of experienced candidates or if there are no candidates available with the prescribed qualification.

Desirable:

- Experience of working for HIV/AIDS, TB and Malaria programs in govt. or non-government sector preferably at National level.
- Experience of working with Global Fund projects will be considered an added advantage.

Knowledge and skills:

- Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point
- Ability to function collaboratively and productively in a multi-disciplinary environment/multiple sectors/agencies, especially in health and related sectors
- Possess team working capability
- Interpersonal and management skills with ability to work in a deadline-driven environment
- Ability and willingness to travel extensively
- Excellent writing and verbal communication skills
- Fluent in English and Hindi.

Nature of Appointment: Appointment will be purely on contractual basis for a period of one year and will be extended further on basis of satisfactory performance every year depending on availability of funds.

Remuneration: Rs. 60,960 per month (Consolidated)

Age: Upper limit 63 years as on the last date of receiving application.