

Notification: Job Advertisement

----- has been selected as one of the sub sub- recipients for The *Global Fund to Fight AIDS, Tuberculosis & Malaria* (GFATM) Round -7 grant on the HIV/AIDS counseling sub-component. This programme aims at enhancing human & institutional capacities of HIV counseling training institutes in India. For successful implementation of this programme in ----- State, we require a team of highly skilled and experienced staff. Applications are invited from eligible and interested candidates for the following positions.

Project Officer: Capacity Building - Position-1

A: Minimum desired qualifications: Masters in any of the disciplines under Social Sciences/Social Work or related field with **minimum of 5 years experience** of working in HIV/AIDS field. Prior experience in managing trainings programmes preferred.

B: Desirable qualifications and experience :(1) Developing modules, designing training schedules, facilitating and managing training programmes (2) Knowledge of working in multicultural, multilingual, multidisciplinary areas (3) Efficiency in planning, monitoring, evaluation and control of the technical cooperation processes (4) Strong professional oral and writing skills in English, including the development of reports, oral presentations, and technical/persuasive documents for consideration at the highest level with working knowledge of Hindi and other south Indian languages (5) Knowledge of management processes and ability to analyze and present data objectively and clearly. (6) Computer literacy as related to programme management (7) Excellent skills for quantitative analysis, complemented by capacity to work and produce results under pressure and with short deadlines (8) Excellent facilitation skills.

C: Job Description: (1) Responsible for coordinating the capacity building initiatives in the programme at the institutional level. (2) Responsible for management of training programmes and its reporting (3) Timely achievement of training targets and their reporting (4) Performing other duties as assigned by the project implementing authority (5) Resolving difficult issues and recommending remedial actions for effective managerial implementation, including the administration of technical contracts.

(d) Remuneration: Rs. 25,000/- (per month)

Project Assistant- Capacity Building – position 1:

A: Minimum Desired Qualifications: Graduate in any of the disciplines under Social Sciences/Social Work or related field. **Minimum of 2 years of experience** in coordinating training programmes. Prior experience in the field of HIV/AIDS desirable.

B: Desirable qualifications and experience (1) Facilitating and manage training programmes (2) Knowledge of working in a multicultural, multilingual, multidisciplinary area (3) Efficiency in planning, monitoring, evaluation and control of the technical cooperation processes (4) Strong professional, oral and writing skills in English, including the development of reports, oral presentations, and technical/persuasive documents for consideration at the highest level with working knowledge of Hindi and other south Indian languages (5) Demonstrated ability to effectively use a computer and utilize software programs such as Microsoft Office Word, Excel, PowerPoint and Outlook, other IT skills and knowledge of other software programs would be an asset.

C: Job Description: (1) Assisting & coordinating in institutional level capacity building initiatives. (2) Managing education programmes and its reporting (3) Ensuring timely achievement of training targets (4) Performing other duties as assigned by higher authorities.

(d) Remuneration: Rs. 10,000/- (per month)

GENERAL CONDITIONS

(i) The right is reserved to: (a) relax any of the requirements with reference to qualifications and experience in exceptional cases and/or in the case of persons already holding comparable positions, on a regular basis, in a university/research institution, (b) to invite persons for interview who may not have applied or to consider in absentia; (c) not to fill up any of the vacancies advertised; (ii) Since applications received may be short listed, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for an interview; (iii) No queries or correspondence regarding issue of call letters for interview/selection of candidates for the jobs will be entertained at any stage and canvassing will lead to the candidate being debarred from consideration for the Job.

(ii) Tentative duration of the project is five years

(iii) Appointments will be for a period of one year on contract basis and it is renewable every year based on performance assessment reports and the overall success of the project.

(iii) Appointed staff for all the posts are expected to travel within the State

(iv) Applications not fulfilling prescribed eligibility criteria will not be considered.

(v) Only applicants below 50 years of age are eligible to apply.

(vi) No TA/DA will be paid for attending the interview or joining the post.

(vii) Appointment to this project does not ensure any job absorption after the completion of this project or during the project period.

(viii) Selection will be made on the basis of qualifications, experience and competence of the applicant as assessed by the selection committee which shall be the final decision making authority for all appointments.

INSTRUCTIONS FOR APPLICATION

1. All applicants are advised to go through the instructions given below before filling up the application and submitting the same.
2. Candidates may submit their applications *only in electronic format* on or before **11:00 AM (I.S.T), XXX March, 2009** to -----(MS word)
3. Applicants who receive Email invitation letters from **XXX@gmail.com** are welcome to attend the scrutiny of documents on **XXX** March , 2009 at **XXX** am. Applicants found eligible will be interviewed at **XXX** pm on the same day
4. Applications received after the last date will not be considered and the organization takes no responsibility for any delay in receipt.
5. Applicants appearing for the interview must produce the following original documents with one set of photocopies of all documents before the scrutinizing officers :
 - a. date of birth proof certificate
 - b. marks cards of all semesters/ years as per the eligibility criteria
 - c. all experience certificates claimed in the application form
 - d. two passport size photographs and
 - e. other relevant documents in support of their claims
6. Separate applications are to be submitted for each post if an applicant desires to apply for more than one post.
7. Applicants are advised to correspond to us only through Email for any clarification and not through any other form
8. Incomplete applications will be rejected.
9. All claims made in the application must be supported by valid supporting documents which must be produced at the time of verification failing which the application will be rejected.
10. Short listed candidates alone will be called for interview
11. Canvassing directly or indirectly will disqualify the candidate.
12. Applicants selected will be required to work at the Project implementation office at the Project Implementation Unit at -----and travel as and when required
13. Applicants are encouraged to go through the details of the project from the Global Fund website round seven proposal on counselling sub-component
14. Applicants are advised to verify their eligibility by themselves before submitting the application and only applicants eligible as per the notification need to submit their applications.
15. Applications must be filled as per the format given below
16. Selected applicants must report for duty on or before -----March, 2009.
17. For further information contact the undersigned via Email **XXX**
18. **The last date for submission of application is XXX March, 2009 .**

University Name

APPLICATION FORM FOR THE POST OF <i>Project Officer/ Project Assistant</i> GFATM Project 7th Round – Counselling Sub- Component						
Application for the post of						
1	Name					
2	Age & Date of Birth					
3	Address for correspondence:					
		District		State:	Pin code :	
		Ph. No.		Mobile No:	Email:	
4	Employment (please mention your jobs in sequence with the latest at top)					
	Name of the Organization	Date of Joining	Date of Leaving	Duration (years & months)	Designation	Nature of the job
5	Educational Qualifications					
	Qualifications	University/ Institution	Year	Subjects	Percentage of marks	
A	Ph.D.					
B	M. Phil.					
C	Master's degree					
D	Graduate degree					
6	Additional Qualifications					
7	Professional Achievements					
8	Professional experience					
9a	Training (counsellors/ target population, care givers, community)					
9b	Development of materials (training modules, evaluation reports, assessment tools, research documents <i>independently</i>)					
9c	Research (development of assessment tools, analysis of data , report writing)					
10	Languages Known	Speak	Read	Write		
A	English					
B	-----					
<p>Please write a brief statement (maximum 250 words) about the innovative activities/ services you propose to pursue if you join this project within the space given below: (This is an important statement of your objectives of work and should be carefully written)</p>						

Incomplete applications will be rejected.

11. Any additional information that you wish to give

I hereby declare that the entries in this form are true to the best of my knowledge and belief