

Government of India
Directorate General of Health Services
Central TB Division

**Advertisement for the various positions under National Program Management Unit
(NPMU) under Central TB Division**

Central TB Division of the Directorate General of Health Services, under the Ministry of Health & Family Welfare, GoI urgently requires persons for the following positions on contract basis initially for a period of one year (extendable) for the Global Fund assisted National Program Management Unit (NPMU) under RNTCP in the CTD, Nirman Bhawan.

Sl No	Name of the Contractual Position	No. of Posts	Remuneration (consolidated per month) with a provision of annual increment of 5%at the base rate of remuneration)
1	Grants Manager	One	1,15,000
2	Monitoring and Evaluation Manager	One	1,00,000
3	Finance Manager	One	80 ,000

Eligible candidates may apply on plain paper with detail curriculum vitae along with attested copies of certificates of the essential qualification and experience to "Addl Dy. Director General (TB), Room No. 528-C, Central TB Division , Nirman Bhawan , New Delhi 110108" within 21 days from the date of publishing of this advertisement. Application received incomplete or after due date will not be entertained. Only shortlisted candidates will be intimated and called for interview. Central TB Division reserves the right to reject any or all applications without assigning any reason. It is reiterated that these are contractual positions only and no other benefit except monthly consolidated remuneration is admissible. The Govt shall not be liable for any regularization of the contractual services. DDG (TB) reserves the right to terminate this contract work at any point of time without assigning any reason.

ToR of various positions at National Project Management Unit- Global Fund Grant (SSF TB) at Central TB Division

Central TB Division (CTD), Government of India is one of the Principal Recipient (PR) of Global Fund Single Stream Funding (SSF-TB) to the country. The key objective of the project is to **Consolidate and Scale-up the Revised National Tuberculosis Control Program (RNTCP) to Achieve Tuberculosis-related MDGs, Provide Universal Access to Drug Resistant TB Control Services, and Strengthen Civil Society Involvement in TB Care and Control.** As part of the project, a National Project Management Unit (NPMU) within CTD(MoHFW) , with a mandate to support the implementation of the CTD SSF TB grant has to be set up. The NPMU will have key staff -Grant (Program) Manager, M&E Manager and Finance Manager. The NPMU will be located within CTD, New Delhi and will operate under the overall supervision and guidance of the ADDG TB.

The Terms of reference (TOR) of the above mentioned position are following:

GRANTS MANAGER

Purpose: To implement the SSF TB grant by giving technical inputs for implementation and monitoring of the program. Monitoring and supervision of the sub recipients and liaison with Global Fund and Local Fund agent of GF.

Responsibilities:

Working in close collaboration with CTD officials, staff and other consultants:

- i) Providing overall leadership and technical assistance for all aspects related to **CTD's** sub-awards
- ii) Overall responsible for the effective implementation of **CTD's** Grant Management System (GMS); planning the granting activities and ensuring that no funding or implementation gaps occur; ensuring timely financial reviews take place, and coordinating work plans for undertaking monitoring and support of on-going projects.
- iii) Assisting in proper negotiation of the terms and conditions for sub-grants; its renewals, amendments, requests for funding and closeouts are completed in accordance with contractual obligations and MoHFW regulations.
- iv) Creating and operating a technical evaluation committee to review grant proposals.
- v) Maintaining clear understanding of pertinent donor and local legislation regulations, and taking lead in the programmatic, financial and other part of various reporting required by GFATM.
- vi) Reviewing and analysing budget estimates consistent with various grants and program requirements.
- vii) To assist in the implementation on the components described in the project, to review its status from time to time. To coordinate with states SR, civil society SR and UN SR to ensure quality implementation of the program.
- viii) To develop formats, log frame, matrix for monitoring and evaluation of program implementation in collaboration with RNTCP team. To develop refine indicators of the program.
- ix) To assist in the development of methodology for mid-term evaluation and to ensure they are undertaken.

- x) Assist staff and implementing partners in preparing their progress reports and analyse these reports in terms of problems and action needed.
- xi) To consolidate and analyse reports/ data received from various states /partners.
- xii) Coordinate with other TB PR in country.
- xiii) To Coordinate with India CCM for addressing the GFATM and CCM concerns related to TB.
- xiv) Any other work assigned by ADDG TB.

Qualification and Experience:

Post graduate qualification in Preventive Social Medicine/Community Medicine/ Community Health Administration/MPH/Microbiology/General Medicine/ Hospital Management/MBA from a recognized institution with 5 years of experience after getting PG and 1 year experience at national level of working in a public health programme.

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

Skills:

1. Experience of working with donors (GFATM, USAID, BMGF, EC, UNDP, etc.)
2. Knowledge and understanding of partnerships, principles of NGO support and/or donor environment, donor relations/negotiations and reporting
3. Experience of providing technical support to, and capacity building of, organizations in compliance related matters
4. Experience of project proposal development and budget preparation
5. Knowledge in accounting
6. Extensive experience of managing multi-disciplinary staff and financial resources
7. Very strong analytical skills, and the ability to synthesis complex concepts and to communicate them effectively
8. Ability to work effectively in teams as well as independently
9. Excellent writing and verbal communication skills
10. Ability and willingness to undertake extensive travel, primarily within India
11. Fluent in English and Hindi.

Nature of appointment

The appointment of the Grant Manager will be on contract basis initially for a period of one year (subject to satisfactory performance) and extendable for further years on basis of performance.

Reporting

The overall In charge of Grants Manager would be the ADDG-TB.

Age

Upto 63 years and ready to travel extensively

Remuneration

Rs. 115000/- per month with a provision for 5% annual increment subject to ceiling of Rs. 1,25,000/- and satisfactory performance assessment by the reviewing officer.

Travel:

TA/DA as per Govt rules (as per of the counterparts at office of Directorate of Central TB Division).

Leave:

Leave as per Govt rules (as per of the counterparts at office of Directorate of Central TB Division).

Recession

Either party can terminate the contract at any time giving one month notice in writing.

Deliverables

The Grant Manager will be required to submit a Monthly & Annual Report to ADDG TB. Evaluation of performance will be done based on these activity reports.

MONITORING AND EVALUATION MANAGER

Purpose

To strengthen the SSF TB grant to CTD through monitoring and evaluation, surveillance and information management for control of TB/DRTB for decision-making at all levels of the Programme.

Responsibilities

Working in close collaboration with CTD and MoHFW officials and other Consultants:

- i. To assist in all technical components of programme formulation and implementation especially for newer components – DR TB, PPM, Lab Services.
- ii. To develop comprehensive plan for monitoring & evaluation in project states and states of SR to ensure that an effective and participatory M&E system is established in as decentralized manner.
- iii. To develop and test instruments for supportive supervision to support monitoring.
- iv. To assist in the implementation of the new HMISNIKSHAY), to review its status from time to time. To coordinate with consultant at state and district level to ensure quality implementation of programme.
- v. To develop formats, log frame, matrix for monitoring and evaluating the program implementation in collaboration with CTD officials and concerned consultants for developing or refining indicators for the programme.
- vi. To assist in the development of methodology for mid-term evaluation and to ensure they are undertaken.
- vii. To evaluate results of specific reports on PERF and integrate these into planning and project implementation.

viii. To keep liaison with the IMA, FIND, CBCI, WHO, States SR on implementation of strategies on surveillance, monitoring & evaluation.

ix. To map the needs of the partners and developing a training curriculum on Monitoring & Evaluation for sub recipients under Global Fund and other donors

ix. To consolidate and analyses reports/data received from the SRs on monthly/ quarterly /annual basis.

xi. Contribute in training/capacity building of the Project personnel at national and state level as and when required.

xii. Any other assignment to be given by the ADDG TB.

Qualification and Experience

Post graduate qualification in Preventive Social Medicine/Community Medicine/ Community Health Administration/MPH/Microbiology/General Medicine/ Hospital Management MBA from a recognized institution with 5 years of experience and 1 year experience at national level of working in a public health programme.

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

Skills

1. Knowledge and understanding of donor environment, donor relations and donor M&E and reporting systems
2. Experience of monitoring and evaluation strategies and systems development
3. Excellent analytical, writing and verbal communication skills
4. Experience of working with multiple stakeholders in civil society and the government at different levels
5. Experience of providing technical support to and capacity building of organizations in monitoring & evaluation, especially those working at the community or grassroots level
6. Ability to work effectively in teams as well as independently
7. Ability and willingness to undertake extensive travel, primarily within India
8. Fluent in English and Hindi.

Nature of appointment

The appointment of the Monitoring and Evaluation Manager will be on contract basis initially for a period of one year (subject to satisfactory performance) and extendable for further years on basis of performance.

Reporting

The overall In charge of Monitoring and Evaluation Manager would be the ADDG-TB.

Age

Upto 63 years and ready to travel extensively

Remuneration

Rs. 100000/- per month with a provision for 5% annual increment subject to ceiling of Rs. 1,15,000/- and satisfactory performance assessment by the reviewing officer.

Travel

TA/DA as per Govt rules (as per of the counterparts at office of Directorate of Central TB Division).

Leave

Leave as per Govt rules (as per of the counterparts at office of Directorate of Central TB Division)

Recession

Either party can terminate the contract at any time giving one month notice in writing.

Deliverables

The Monitoring and Evaluation Manager will be required to submit a Monthly & Annual Report to ADDG TB. Evaluation of performance will be done based on these activity reports.

FINANCE MANAGER**Purpose**

To maintain proper accounting including analysis, financial reporting, budgeting, and reporting systems as per programme requirement to strengthen the financial management arrangements within RNTCP control programme of CTD and to ensure adherence to the norms of GoI.

Responsibilities

- Maintain the accounting system for the Project, utilizing standard accounting procedures, which will ensure full documentation and recording of sources and uses of funds.
- Prepare quarterly financial reports and quarterly Financial Management Report for the GFATM Project. Budgetary control and input into Project progress reports.
- To render financial advice to the States on all financial matters.
- Prepare quarterly status reports for Implementing Agencies/SRs..
- Prepare interim unaudited reports.
- Review and verify accuracy of information on payment vouchers for signing of checks.
- Verify and ensure the availability of funds before checks are written.
- Prepare payment vouchers before cheques are written for all Projects.
- Manage Project expenditures, ensuring full compliance with project rules and procedures (as per the Project Operational Manual, RNTCP/NRHM Project Guidelines] agreed between the GFATM and CTD.
- Assist in the Preparation of Budget estimates/allocation for Project activities.
- Prepare monthly/quarterly/annual reports for donor Agencies.

- Review, verify and certify monthly, quarterly, annual and special financial statements and reports, including expenditure reports and bank reconciliation statements.
- Assist in the preparation and updating of the Project Operational Manual.
- Attend Project review meetings with donor agencies and Implementing Partners/SRs.
- Any other duties assigned by the ADDG TB.

Qualification and Experience

CA/ ICWA/ MBA (Finance) or equivalent **And** Minimum 5 years' experience after qualification degree preferable in Govt./Public sector in accounting, including analysis, financial reporting, budgeting and financial software and reportingsystems.

However, the essential qualification may be relaxed in cases of experienced candidates or if there are no candidates available with the prescribe qualification.

Desirable

Prior experience as Asst. Manager / Manager finance at National level.

Nature of appointment

The appointment of the Consultant will be on contract basis initially for a period of one year (subject to satisfactory performance) and extendable further years on basis of performance.

Reporting

The overall in charge of Finance Manager would be the ADDG TB.

Age

Up to 62 years and ready to travel extensively. In case of experienced candidate age norms may be relaxed.

Remuneration

Rs. 80000/- per month with a provision for 5% annual increment subject to ceiling of Rs. 90000/- and satisfactory performance assessment by the reviewing officer.

Travel

TA/DA as per Govt rules (as per of the counterparts at office of Directorate of Central TB Division).

Leave

Leave as per Govt rules (as per of the counterparts at office of Directorate of Central TB Division).

Recession

Either party can terminate the contract at any time giving one month notice in writing.

Deliverables

The Finance Manager will be required to submit a Monthly Activity Report to ADDG TB and a year ending Annual Report. Evaluation of performance will be done based on monthly activity report.