

A-11011/12/2012-NACO(HR)
Government of India
Ministry of Health and Family Welfare
Department of AIDS Control
(National AIDS Control Organisation)

Applications are invited for the position of **Programme Officer (Evaluation & Operational Research)** at **National AIDS Control Organisation** on contractual basis.

Duties and Responsibilities:

Coordinate all the research related activities at NACO that include

1. Coordination with Programme divisions and development partners in identifying and updating priority areas for research, periodically
2. Review, screen and process research proposals submitted to NACO for review
3. Coordinating the work of Technical Resource Group on Research & Development and NACO Ethics Committee
4. Coordination with Network of Indian Institutes on HIV/AIDS Research (NIIHAR)
5. Monitor the progress in ongoing research projects and compile/ prepare status notes and executive summaries of various research activities for routine reporting/dissemination /action/ feedback
6. Initiate/ coordinate evaluation studies for assessing the effectiveness and impact of various interventions under the National AIDS Control Programme
7. Coordinate and process work related to National Research Fellowship Grant
8. Assist in preparation of guidelines and reports related to HIV/AIDS research
9. Implementation of various capacity building initiatives in Research undertaken by NACO
10. Maintain documentation and records for research studies reviewed/ supported by NACO
11. Undertake desk research in HIV/AIDS to facilitate the process of reviewing proposals
12. Travel to different parts of the country for monitoring the ongoing research activities
13. Take up any other work assigned by the Officer-in-charge from time to time

Qualifications and Experience:

Essential:

1. M.Sc/ M.A in social and behavioural sciences, preferably with Ph.D

OR

1. MBBS with MD (Community Medicine) / MPH.
2. 3-5 years of experience in health research, operational research, evaluation projects, epidemiology or management of health programmes. Experience may be relaxed at the discretion of Secretary & DG, NACO in deserving cases with experience in HIV/AIDS research.
3. Working knowledge of computers including MS office package

Desirable:

1. Knowledge of research methods, research techniques and approaches, analysis and biostatistics
2. Past experience of working in HIV/AIDS programme or projects under government or bilateral/ multi-lateral agencies in India

Remuneration: Rs. 51,750 – 75, 000/- per month Consolidated

Duration: Initial contract shall be for **One Year**. Subsequent re-contracting will be based on performance.

Place of Posting: New Delhi

Age: Below 60 years

Applications may be sent by email at the following email address - **jobs.naco@gmail.com** with subject line **“Application for Programme Officer (Evaluation & Operational Research)”** along with a copy of Curriculum Vitae of the candidate.

The last date for receipt of applications is 29th June 2012