

## **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](mailto:iccmsect-mohfw@gov.in) by **16<sup>th</sup> August 2019**. Please ensure to mention post applied for in the subject of email application.

## **Terms of Reference- Programme Officer**

### **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:

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. Management of CCM processes- updating list of members, facilitating for the election of civil society representatives, 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 committees/sub committees of India CCM.
4. Facilitate and manage 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. Keep track of the disbursement of fund installments to the PR's from the GFATM and to the sub-recipients from the PR's; analyse the reports, seek clarifications/feedback and disseminate information to CCM members
6. Support India-CCM by providing the needed technical facilitation and effective coordination and liaison with the various constituencies and its representatives at the CCM that may be nominated by India-CCM in subsequent Grant Rounds/Funding models and the GFATM Secretariat.
7. Responsible for updation of the CCM website with routine India CCM activity updates, data from latest progress reports of PRs, and coordinating responses to the queries regarding GFATM programs in India.
8. Meeting the requirements of CCM Secretariat as listed under TORs of 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. 48,000 per month (Consolidated)

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