

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

Invites applications for the post of India CCM Coordinator (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 your updated CV via email to iccmsect-mohfw@gov.in by 2nd February 2020. Please ensure to mention post applied for in the subject of email application.

Terms of Reference- India CCM Coordinator

Role & Responsibilities:

Coordinator, India-CCM will assist in the smooth operation and management of the Secretariat of the 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, regional workshops.
2. Liaison with the various stakeholders- CCM members from all constituencies (Government, Development partners, Civil society, Key Populations, Private Sector and People Affected with Diseases etc), the Global Fund, Government Principal Recipients (NACO, CTD and NVBDCP) and Non-government Principal Recipients to facilitate smooth function of India CCM.
3. Management of CCM processes including updating list of members, finalizing 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 India CCM.
4. Facilitate the work of Oversight Committee and other committees/sub committees of India CCM.
5. 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)
 - e) Facilitate the provision of technical and policy inputs to the proposal, including liaison with the organizations that are leading preparations for proposal development in relevant sectors.
6. 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
7. Facilitate the leadership role of India for the 11 constituent countries at the level of the GFATM Board and the Committees of the GFATM Board with a SEAR constituency membership to clearly and strategically represent the concerns and

priorities of India and the Constituency countries in all matters related to the GFATM.

8. Coordinate the preparation of position and policy papers on key public health aspects of HIV/AIDS, Tuberculosis and Malaria epidemics and control programmes for the India-CCM with respect to India and the SEAR Constituency countries and related GFATM Policy and Strategy issues for the MOH&FW, GoI official representing the SEAR Constituency at the Policy and Strategy Committee of the GFATM Board.
9. Track all GFATM related information and keep the India-CCM and its website and the various Principal Recipients updated on all changes and developments. Document all problems and solutions; policy concerns and formulations; best practices and success stories related to all the GFATM Grant Cycles in India.
10. Liaise with staff in charge of updating the website of the CCM and tracking GFATM-relating information, make proposals for the improvement of the website, and liaise with the CCM members on communication.
11. Any other duties and responsibilities assigned by the Supervising Joint Secretary/Member Secretary CCM/GFATM focal point in the India-CCM

Essential Educational Qualification and Experience:

- Post graduation in Preventive Social Medicine/Community Medicine/ Community Health Administration/ Public Health/ Health Care Management/ Social Sciences from a recognized university or institution.
- Minimum 5 years post qualification work experience in health sector of public health programmes with Government/ Private/ NGO/ other organizations at National or State or District level.

Desirable:

- Experience of working with Global Fund projects will be considered an added advantage.
- Experience of working for HIV/AIDS, TB and Malaria programs in govt. or non government sector preferably at National level.
- Experience of working at national level in public health programme at least for one year will be 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. 72,000 per month (Consolidated)

Age: Up to 65 years as on last date for receiving application.