

**FOR RECRUITMENT OF CONTRACTUAL POSTS OF
DIST. ASSISTANT (M&E, ACCOUNTS) AND DIST. ICTC SUPERVISOR**

In continuation to this office advertisement no.: 1841, dt.04.07.2014, fresh applications are invited in prescribed format from eligible candidates for recruitment to the post of **District Assistant (M&E)-03nos., District Assistant (Accounts)-04nos. and District ICTC Supervisor-03nos.** for the posting at District AIDS Prevention & Control Units (DAPCUs) under OSACS on contractual basis. Incomplete / defective applications received after due date shall not be taken into consideration and liable for rejection. The date and place of examination will be intimated to the eligible candidates whose applications are found to be in order and complete in all respects. Inclusion in the merit list confers no right to appointment. The allotment of selected candidates will be determined basing on merit position in the select list. The application should reach this office on or before **19/ 09/ 2014** upto **5.00p.m.** The detailed advertisement indicating no. of vacancies, eligibility criteria, consolidated remuneration, job description, application form etc. can be downloaded from the website www.osacs.nic.in / www.orissa.gov.in.

Sd/-
Project Director, OSACS
Orissa State AIDS Control Society,
Oil Orissa Building, F-Nayapalli, Bhubaneswar

Contd.....

**FOR RECRUITMENT OF CONTRACTUAL POSTS OF
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Vacancy Position, Eligibility Criteria (i.e. Essential Qualification, Experience & Other expertise required etc.) and Term of Reference (ToR) or Job Description.

Name of the Post	No. of Vacancies	Eligibility Criteria of the Candidate	ToR	Age
District Assistant (M&E)	03	Essential Qualification : Graduate with Computer Knowledge Essential Experience : Minimum 2years of experience in handling data; Candidates should be proficient to read and write in English and in local language; Preference to be given to a candidate with experience of National AIDS Control Programme	Annex.- I	be not less than 21 years and not more than 45years of age as on 30.09.2014.
District Assistant (Accounts)	04	Essential Qualification : Graduate in Commerce with Computer Knowledge Essential Experience : Minimum 2years of experience in Accounts. Preference to candidates having certification in any accounting software (like Tally). Candidates should be proficient to read and write in English and in local language; Preference to be given to a candidate with experience of National AIDS Control Programme	Annex.- I	be not less than 21 years and not more than 45years of age as on 30.09.2014.

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Name of the Post	No. of Vacancies	Eligibility Criteria of the Candidate	ToR	Age
District ICTC Supervisor	03	<p>Essential Qualification : Post Graduate degree / Diploma in Psychology / Social Work / Sociology / Anthropology / Human Development.</p> <p>Essential Experience : Minimum 3years experience (after PG degree / diploma) as counselor in ICTC/ PPTCT / STI / ART centres run under National AIDS Control Programme.</p> <p>Other Expertise required: 1. Working knowledge of computers. 2. Willingness to travel to peripheral level in a district. 3. Valid driving license</p>	Annex.- I	be not less than 21 years and not more than 45years of age as on 30.09.2014.
Total	10	-	-	-

Consolidated Remuneration & Terms of Contractual Service :

Name of the Post	Consolidated Remuneration	Terms of Contractual Service
District Assistant (M&E)	Rs.12,700/-	The position is purely contractual in nature & co-terminus with project; The selected candidate will be given annual contract and subsequent renewal will be based on performance.
District Assistant (Accounts)	Rs.12,700/-	
District ICTC Supervisor	Rs.16,200/-	

Date & Place of Examination : After receipt of the applications the Place & Date of examinations will be intimated to the candidates later on by post and also may be published in website of this office.

Documents to be Attached (1) Self attested photocopies of all academic / educational documents i.e. mark sheets, certificates, photographs & experience certificates etc. The candidates are also required to mention “**Submitted by Me**” on each document and put their full signature on the same before submission of the document; otherwise the candidature will be rejected. (2) The candidates should mention the “**POST APPLIED FOR _____**” on the cover of the envelope. (3) Application without proper format shall be rejected.

Note :

- The Authority reserves the right to reject any application and modify / cancel the advertisement / examination, increase / decrease the number of vacancies without assigning any reason thereof.
- The eligible candidate desires for more than one post, should submit separate application.

- c) In case a candidate who submits more than one application for a particular post mentioned above, his/her application or candidature shall be rejected at any time of the recruitment process.
- d) No examination fees is required.
- e) Be of good character.
- f) Be of sound health, good physique suitable for project work.
- g) No TA/DA will be allowed to the recruitment test.
- h) The advertisement, application form etc. can be download from the website www.osacs.nic.in / www.orissa.gov.in.
- i) The Authority shall not be liable for any postal delay or loss of applications in transit at any stage of examination.
- j) Merit list will be valid for a period of one year from the date of publication of final result.
- k) Applications in the prescribed form alongwith required documents may be submitted to the **Project Director, Orissa State AIDS Control Society (OSACS), Oil Odisha Building, F-Nayapalli, Bhubaneswar** in an envelope superscribed **“Application for the Post of _____”** by **Registered Post / Speed Post** only.
- l) Applications received incomplete or received through any mode other than Registered Post / Speed Post mode, are liable to be summarily rejected.
- m) The candidate may find out the status of his / her application at different times by accessing the website of this office (www.osacs.nic.in).
- n) **Last date of receipt of application form :** The application should reach this office on or before **19/ 09/ 2014** upto **5.00p.m.**
- o) The appointment / recruitment process will be made as per NACO / DAC Guideline.

Project Director, OSACS

Contd.....

APPLICATION FORM

Post Applied for:						Attested Photographs
1. Name of the Applicant:						
2. Father's Name / Husband's Name :						
3. Date of Birth:		4. Age as on 30.09.2014: _____			5. Sex:	
6. Present Address with Tel. No:						
Mobile No.: _____ E-mail Id: _____						
Permanent Address:						
7. Languages spoken/written:						
8. Marital Status:						
9. Education: High school onwards, please list all your qualifications						
Degree	Institute/Board & Location	Year	Marks			Full/Part Time/ Distance Learning
			Full Mark	Marks Secured	%	
Matriculation						
+2						
+3						
P.G.						
Addl. Qualification if any:						
10. Employment Record:						
Total year of experience						
11. Present Employment:						
From Month / Year	To Month / Year	Organization	Position	Total period experience	Brief description of duties:	
12. Previous Employment: (Addl. Sheets may be used ; if required)						
From Month / Year	To Month / Year	Organization	Position	Total period experience	Brief description of duties:	

NB: (1) Self attested photocopies of all academic / educational documents i.e. mark sheets, certificates, photographs & experience certificates etc. The candidates are also required to mention “*Submitted by Me*” on each document and put their full signature on the same before submission of the document; otherwise the candidature will be rejected. (2) The candidates should mention the “**POST APPLIED FOR** _____” on the cover of the envelope. (3) Application without proper format shall be rejected.

DECLARATION

I do hereby declare that the particulars furnished by me in this form are true to the best of my knowledge and belief. In case they are found false, my candidature shall be liable for rejection.

Date :

Place :

Signature

Revised JD-District ICTC Supervisor (DIS) - April 2014 (19)

**Job Description of
District Supervisor or District ICTC Supervisor**

As a District AIDS Control and Prevention Unit (DAPCU) team member, the District ICTC Supervisor's (DIS) has a greater role in HIV programme implementation at the district level. The DIS is appointed by State AIDS Control Society (SACS) on contract basis. The position responsibilities are performed based on the guidelines and directives issued by Department of AIDS Control (DAC)/SACS for implementing National AIDS Control Programme (NACP). The DIS will be reporting to District Programme Manager (DPM)- DAPCU and will work in close coordination with other DAPCU staff.

The main function of DIS in the DAPCU team is to coordinate and monitor HIV testing services in the district according to DAC/SACS policies and guidelines. S/he is responsible for planning and implementation of the HIV programme, extensive monitoring of the programme activities implementation by the service delivery facilities, capacity building of the peripheral units' staff and coordination with key players involved in the HIV programme implementation in the district. The details of the position responsibilities are explained below:

Program Planning

Assume the responsibility of planning HIV activities by the HIV/AIDS facilities based on the epidemiological profile, location and performance of the facility following the NACP and SACS priorities for developing more realistic plans. The planning will be done under the guidance of the DPM and in collaboration with the other DAPCU team members.

Tasks:

- Assist the District AIDS Control Officer (DACO) and DPM in planning process with HIV facility staff for developing district-specific annual action plan (DAAP) with a bottom-up approach in close coordination with NHM, other allied departments, NGOs/CBOs.
- Support the DPM in allocation of targets to each of the facilities after DAC/SACS approval of the district plan.
- Support in planning of health commodities.
- Prepare site visit plans based on the programme needs and priorities.
- Ensure availability and maintenance of infrastructure at ICTCs.

Programme Implementation

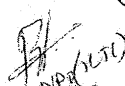
Support DACO and DPM in facilitating effective implementation of the approved plan based on DAC/SACS operational and implementation guidelines for different components of the programme for achieving desired outcomes.

Tasks:

- Identify institutions for co-location of NACP facilities and work with the DACO for co-locating them,
- Work for scaling up of FICTCs and PPP-ICTCs, utilization of mobile medical units with ICTC facilities, prepare and monitor the regular routing of mobile ICTCs to migrants/truckers intervention operational area,
- Facilitate advocacy, communication and social mobilisation for increasing service uptake involving health and other line departments as per the guidance from SACS/ NACO.

(B)

1

 NDC/ICTC

Revised JD-District ICTC Supervisor (DIS) – April 2014

- Coordination with all stakeholders like PLHIV networks, IL&FS, CSC, TI, etc. for outreach and follow up activities related to basic services.
- Identify the gaps in implementation of ICTC services and communicate to SACS through DACO/DPM.
- Develop and implement strategies to strengthen referrals and linkages between NACP facilities.
- Support DPM in documenting and report good practices observed in the facilities and support staff in addressing gaps.
- Ensure 100% participation of all Reporting Units (RU) in External Quality Assurance Scheme (EQAS) as per the guidelines.
- Take necessary steps to retain staff and reduce occupational stress.

Monitoring and Reporting

Be responsible to monitor the programme activities through different forums to gauge the programme directions, use and encourage the facility staff to make informed decisions for sound implementation, and ensure reporting of quality data and information through periodic reports for preparing quality reports for submission to SACS/DAC.

Tasks:

- Ensure correct, complete and consistent reporting from all RUs as per SIMS protocol.
- Ensure analysis, verification and feedback on monthly reports to all RUs with the help of DAPCU Assistant- M&E.
- Review the status on referrals and linkages between NACP facilities based on monitoring visits and monthly review meetings.
- Monitor the programme activities and functional facilities' through on site visits (at least 15 days a month) for providing supportive supervision, identifying strengths of the programme areas needing improvement and for data triangulation.
- Assist DACO and DPM in conducting monthly review meetings with all HIV facilities.
- Timely indenting of commodities related to ICTC, ensuring receipt of supplies and their rational distribution to all facilities, monitoring consumption on a weekly basis, relocation between facilities within the district to prevent stock out or expiry and timely reporting of facility level stock position based on the programme requirement.
- Grade all ICTCs based on programme performance.
- Assess monthly performance and rank the ICTCs periodically and inform SACS.
- Maintenance of line list of PLHIVs (General client and pregnant women) for the concerned district and analysis.
- Ensure implementation, monitoring and reporting of process indicators related to basic services as per template provided by SACS/DAC.

Capacity Building

Assess the capacity building needs of facility level staff and in consultation with the DACO/DPM address the gaps locally or centrally as per SACS directives to enhance their performance for better programme outcomes.

- Through regular field visits observe and document the capacity building needs of different cadre of staff

(9)


NDC (ICTC)

2

Revised JD-District ICTC Supervisor (DIS) – April 2014

21

- Explore options to build their capacity (Stand-alone ICTC, F-ICTC, PPP- ICTC and Mobile ICTC staff) by recommending them for formal training programmes organized by SACS or DAC.
- Make joint field visits with the low performing staff and provide hands on training to them to improve their performance
- Facilitate cross visits to better performing centres for cross learning and diffusion of good practices.

Coordination

Support the DACO for coordinating with the district administration, related line departments and non-governmental partners working in the sector to enhance the convergence to bring better synergy and promote NACP activities in the district.

Task:

- Support DACO and DPM for consultations with various line departments, CBOs, PLHAs network and NGOs as required.
- Based on the field experience identify and suggest star performers from different departments to bring convergence in some clusters of the district.
- Follow any other programmatic direction as instructed by DAC/SACS/DACO and DPM.
- Coordinate with TB staff for better HIV-TB services.

In addition to the above, the position will carry out any additional responsibilities as assigned by the DACO or DPM to address the programme needs and priorities.


Nep (LTD)

(10)

3

Revised JD, District Assistant-Accounts, April 2014

Revised Job Description**District Assistant- Accounts (Earlier Accounts Assistant)**

The District Assistant- Accounts is an important position of the District AIDS Prevention and Control Unit (DAPCU). The position is appointed by SACS on a contract basis. The position reports to the District Program Manager (DPM) and works in close collaboration with the other DAPCU team members. The District Assistant, Accounts is responsible for establishing and managing financial systems in the district following DAC/SACS guidelines. As part of this, the District Assistant, Accounts is responsible for preparing budget, maintaining fund flow information, statement of accounts, financial records, maintaining assets register etc. Elucidated below are the position responsibilities under different broad categories:

Maintenance of Financial Systems

Be responsible for establishing and maintaining financial systems for HIV programme related funds following DAC/SACS guidance and state financial regulations to support the district HIV leadership for optimal programme performance.

Tasks:

- Establish a feasible financial system and maintain it to account the budget released by SACS and utilized by the HIV facilities of the district to ensure full transparency and accountability.
- Facilitate audit of the DAPCU accounts for submitting the Audit Statement to SACS within the prescribed time
- Ensure fund flow for various activities under the District Action Plan, its proper monitoring and periodically appraise the DPM/District AIDS Control Officer (DACO) on the status.
- Ensure maintenance of a separate account for HIV programme funds to be operated by DACO/DPM
- Maintain financial guidelines issued by DAC or SACS related to DAPCUs/HIV programme and brief the DAPCU team periodically.


Maintenance and reporting of Financial Records

Assume the responsibility for maintaining financial records and ensure periodical reporting to the DAPCU leadership and SACS for proper and timely accounting.

Tasks:

- Prepare budget for HIV programme activities as stipulated in SACS guidelines,
- Regularly maintain financial records such as cash book, petty cash book, journal register, ledgers, cheque issue register, cheque receipt register etc. in the prescribed format, programme
- Ensure maintenance of facility-wise details of advances, details of statement of accounts and utilization certificates are submitted by the facilities,

(18)


District Coordinator

1

Revised JD, District Assistant-Accounts, April 2014

- Follow up with various HIV facilities of the district for timely submission of statement of accounts/expenditure and utilization certificate (UC) along with the original bills/vouchers,
- Follow-up with various facility centres for timely submission of audited statements and compliance report to SACS,
- Ensure proper documentation of all the reports submitted to DAC/SACS or any other agency

Inventory Management

Maintain a complete and updated list of the DAPCU and HIV facilities inventory consisting of equipment supplied by DAC/SACS or procured locally by DAPCU, transferred from other establishments and donated by various institutions; health supplies received from DAC/SACS and allocated to facilities.

Tasks:

- Conduct annual physical verification of assets at facilities, reconcile the data and submit a consolidated report to the DPM,
- Maintain DAPCU assets register for all NACP equipment along with its functional status and ensure it is reviewed by DACO/DPM once in a quarter,
- Maintain facility-wise assets details,
- Maintain stock register for health supplies; monitor the consumption patterns of HIV testing kits, RPR kits, STI drugs, condoms, OST and facilitate for supply of sufficient stocks,
- Follow-up with the DAPCU leadership to ensure valid annual maintenance contract for all equipment,
- Review the trip reports of or visit observations made by various visitors and clarify inventory related issues, support the leadership in preparing follow-up action report.

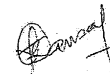
Monitoring and Coordination:

Undertake need-based field visits to HIV facilities in the district to support staff working with the units and monitor the financial management systems followed by them. In addition, coordinate with the allied line departments of the district to understand their budget for HIV programme activities for leveraging with NACP activities.

Tasks:

- Participate in the DAPCU monthly review meeting of HIV facilities and flag financial matters to the respective HIV facility for quick action. Ensure such issues are included in the agenda with prior discussions with the DPM,
- Make need-based field visits to the HIV facilities in the district for facilitating accounts/finance related issues in consultation with the DACO/DPM.
- Conduct need-based training of staff on correct management of accounts
- Establish links with the other department accounts staff to gather information on their budget for HIV programme and inform the DACO/DPM for leveraging

(14)


District Commissioner

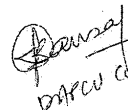
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Revised JD, District Assistant-Accounts, April 2014

- Assist DPM in coordinating with NRHM at the district and facility in-charges of the health care for STI/RTI service delivery in CHC/PHC (drugs, training, reporting)
- Support DPM in coordinating with RRCs, NSS, NCC, NYK and other youth groups to promote voluntary blood donations

In addition to the above, the position will carry out any additional responsibilities as assigned by the DACO or DPM to meet the programme priorities.

(15)


DPM Coordinator
3

Revised JD District Assistant – Monitoring & Evaluation – April 2014

22

Job Description of
District Assistant – Monitoring & Evaluation (Earlier- M&E Assistant)

The District Assistant – Monitoring is one of the key positions of District AIDS Prevention and Control Unit (DAPCU). The position is hired by State AIDS Control Society on a contract basis. The position is responsible for collecting, validating, consolidating analysing strategic information of HIV programme in a district, monitoring the programme through on site visits and maintaining data bank related to programme data and trends etc. The position reports to District Program Manager (DPM) and works in close coordination with the District ICTC Supervisor (DIS) and maintains programmatic relationship with the other positions following Department of AIDS Control (DAC)/SACS guidelines and programme priorities.

The District Assistant- Monitoring & Evaluation provides quality feedback to all the facilities based on the periodic reports review, observations and ensures the district monthly reports are prepared and shared with the DPM for review and onward sharing. The position responsibilities in each of the areas are detailed below:

Program Planning and Implementation

Support the DPM with valid data for preparing district annual action plan or HIV programme or other activities from time to time and assist in the programme implementation.

Tasks:

- Work with the HIV facility staff for generating needed data for preparing district-specific and context-specific annual action plan,
- Maintain district data bank drawing information from the district monthly reports, state and DAC reports,
- Ensure regular updating of social maps and district epidemiological profile,
- Support the DPM in allocation of targets to each of the facilities based on SACs approved district plan.

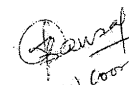
Monitoring

Support the DPM in establishing and operationalization of effective monitoring system for programme monitoring in the district, documenting the monitoring and programme inputs and outcomes to help the district leadership understand the programme directions and use the information to generate various reports.

Tasks:

- Monitor submission of reports by all reporting units in SIMS, review, validate to ensure correctness of the reports prior to submitting to SACS.
- Provide and document the feedback provided to each of the reporting unit on their reports

(11)


DAPCU Coordinator

1

Revised JD District Assistant – Monitoring & Evaluation – April 2014

- Track and map field visits made by DAPCU team members and visitors from different institutions to various facilities in the district and provide status report to DPM or others on demand.
- Undertake need-based field visits to validate records, reports and registers (content and quality of information) by the reporting units
- Analyse facility level monthly reports to review evidence based actions for follow-up by the district administration or DACO.
- Assume Strategic Information and Management Unit (SIMU) responsibilities as assigned by SACS.

Reporting and documentation

Be responsible for accurate and timely preparation of DAPCU Monthly Report using the data received from all the HIV facilities of the district and provide supporting data for documenting good practices and approaches tested out in the district.

Tasks:

- Prepare DAPCU monthly report accurately and on time after consulting the reports with DIS and submit the report to DPM,
- Document good practices and approaches reported by the reporting units and include them in the DAPCU Monthly Report for the information of SACS/DAC,
- Prepare monthly district dashboard indicators and maintain the records,
- Take lead in preparation of spatial map and Epi profiles and update them once in every six months,
- Submit trip reports on completion of each field visit.

Data Bank Management


Be responsible for maintaining HIV data bank of the district for use by the DAPCU team.

Tasks:

- Ensure that data pertaining to human resources, health commodities, fixed assets, and clients etc., related to all the HIV facilities is maintained electronically and hard copies are available in the files
- Ensure that tour programs and trip reports of all the staff are available for information and reference of the programme staff
- Maintain facility-wise monthly and other reports, copies of feedback provided to the reporting units and feedback received from SACS/DAC or other visitors

In addition to the above, the position will carry out any additional responsibilities as assigned by DACO or DPM to meet the programme priorities.

(12)


DAPCU Coordinator
2