

ii. Job Description of Clinical Services Officer (CSO)

The CSO is an important position of the District Integrated Strategy for HIV/AIDS (DISHA). The position is appointed by SACS on a contract basis with renewal of the position every year based on performance.

This position is equivalent to the position of Assistant Director level in SACS and will report to the CPM or to DPM (in case CPM is not present) in DISHA for all the Cluster Level updates as well as administrative reasons.

10 Days of field visits in a month are mandatory from CSO.

Eligibility Criteria:

Qualification:

- Bachelor's Degree in Medical or Allied Sciences/ Master's Degree in Public Health/ Healthcare Management/ Healthcare Administration/ Social Science/ Psychology/ Applied Epidemiology / Demography / Statistics / Population Sciences

Experience

- One year's experience for candidates with a Master's Degree in Public Health / Healthcare Management/ Healthcare Administration/ Applied Epidemiology
- Three years' experience in Public Health with a Bachelor's Degree in Medical or Allied Sciences/ Masters in Social Science/ Psychology/ Demography / Statistics / Population Sciences with minimum of one year of experience in the HIV/AIDS sector.

Age limitation: Maximum 45 years of age. Crucial date for determining the age limit will be the closing date of receipt of the application.

Desirable:

- The suitable candidate will be familiar with the organization and functions of the State and local public health systems/ State AIDS Control Societies.
- Excellent written and verbal communication skills in local languages and English (Speaking, Reading, and Writing).
- Strong analytical, Advocacy and negotiation skills
- Willingness to travel extensively.
- Other expertise includes:
 - Programme Management Skills
 - Good knowledge of computers
 - Capacity building and Team Management

The position responsibilities are detailed below:

Advocacy and Coordination

- *Implementation of HIV/AIDS Act*
- *Conducting Periodic Review Meeting in Cluster for ensuring Continuum of Care Services to PLHIVs and HRGs are provided.*
- *Coordination for LFU Tracking.*
- *Coordination with the implementing partners for EMTCT.*
- *Formation and functionalization of Red Ribbon Clubs and implementation of the Adolescent Education Program.*
- *Ensuring the availability & Display of IEC Material in the facilities.*
- *Ensuring the engagement of the program with Private Stakeholders in the District - like Pvt. Practitioner, Industries (ELM)*
- *Support CPM/DPM for planning and commemorating important events (World AIDS Day, World Population Day, World Blood Donor Day, World Youth Day, National Voluntary Blood Donation Day etc.) to canvass HIV activities in the Cluster Districts with the active engagement of private institutions/sponsoring agencies.*
- *Coordination with District Level Networks of PLHIV undertaking various activities under the DLN.*

Community System Strengthening

- *Participate in the meetings of Community Resource Group (CRG)*
- *Assist the CPM/DPM in undertaking the action points pertaining to DISHA Unit / DISHA Cluster emanating from the CRG meetings.*
- *Assist CPM in the establishment of the system for Grievance redressal*

Capacity Building

- *Support CPM for Training Need Assessment and Planning for undertaking capacity building activities in the Districts.*
- *Provide necessary support for execution of Periodic CB workshops and act as a resource person in training wherever needed.*
- *Conduct the sensitization program for different stakeholders like District Legal Service Authorities on various provisions of the HIV & AIDS (P&C) Act, 2017 in the District.*

Strategic Information (SI) and Monitoring

- Undertake prioritized Field Visits as planned in consultation with respective DACO and prepare Quarterly and Monthly Activity Plan.

Newer Strategic Interventions

- Facilitate the implementation of New Generation Communication Strategy in the facilities across the District/Cluster.
- Facilitate the implementation of the virtual approach in the District/Cluster.
- Facilitate the implementation of one-stop centres in the District/Cluster.
- Facilitate the implementation of Sampoorana Suraksha Strategy in the District/Cluster
- Facilitate the expansion of viral load testing in the Districts.

Other Functions

- Plan for effective utilisation of Mobile ICTCs in the cluster, up-scaling of Facility Integrated-ICTCs.
- Make joint field visits with SACS and Technical Support Unit Programme Officer(s).
- In addition, the position may be assigned additional responsibilities based on the emerging priorities or evolving needs of the programme.
- Based on the requirement of the programme, there can be a relocation within the State.

iii. Job Description of Data Monitoring and Documentation Officer: (DMDO)

The DMDO is one of the key positions of District Integrated Strategy for HIV/AIDS (DISHA). The position is hired by SACS on a contract basis, with the renewal of the position every year based on performance.

This position is equivalent to the position of Assistant Director level in SACS and will report to the CPM or to DPM (in case CPM is not present) in DISHA for all the Cluster Level updates as well as administrative reasons.

8 Days of field visits in a month are mandatory from DMDO.

Qualification:

- Master's degree in Public Health/ Healthcare Management/ Healthcare Administration/ Social Science/ Applied Epidemiology / Demography / Statistics / Bio Statistics/ Population Sciences/ Mathematics/ Economics

Experience

- One year's experience for candidates with Master's Degree in Public Health / Healthcare Management/ Healthcare Administration/ Applied Epidemiology
- Three years' experience in Public Health for Bachelor's Degree in Medical and Allied Sciences/ Masters in Social Science/ Psychology/ Demography / Statistics / Bio-Statistics/ Population Sciences with a minimum of one year of experience in HIV/AIDS sector.

Age limitation: Maximum 45 years of age. Crucial date for determining the age limit will be the closing date of receipt of the application.

Desirable:

- The suitable candidate will be familiar with the organization and functions of the State and local public health systems/ State AIDS Control Societies.

- Excellent written and verbal communication skills in local languages and English (Speaking, Reading, and Writing) and the ability to work well in an inter-disciplinary team.
- Strong analytical, advocacy and negotiation skills
- Willingness to travel extensively.
- Other Expertise include:
 - Programme Management Skills
 - Good knowledge of computers

The position responsibilities are detailed below:

DMDO will 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 field visits before the data is submitted by the facility to SACS/NACO.

Strategic Information (SI) and Monitoring

- *Undertake prioritized Field Visits as planned in consultation with respective DACO and prepare Quarterly and Monthly Activity Plan.*
- *Ensure correct, complete, consistent, and timely reporting from all reporting units (RU)s as per SOCH/SIMS protocol.*
- *Ensure the use of District Level data through the active databases of NACP (SIMS /SOCH/ PALS) for analysing and providing the necessary inputs to the DACO and facilities on a regular basis.*
- *Ensure submission of the Monthly Report of the Cluster unit to the SACS and Cluster headquarters.*
- *Formation and regular updating of the District profiles in the form of District Integrated Action Plan.*
- *Allocation of targets to each facility upon receipt of NACO/SACS approval.*
- *Ensuring the compliance of Data protection and data sharing guidelines across the facilities in the District.*
- *Execution of Research and Surveillance activities in the District/s.*
- *Track and map field visits made to NACP facilities in the District/s and provide status report on demand.*
- *Ensure repository of data at single place in the District from all the partners working in the District/s.*
- *Respond to specific responsibilities as assigned by SACS.*
- *Periodic grading of all facilities based on programme performance.*

Reporting and documentation

- *Ensure 100% participation of all RUs in External Quality Assurance Scheme (EQAS) as per the guidelines.*
- *Document good practices in the Cluster and include them in the DISHA Monthly Report.*
- *Prepare monthly District dashboard indicators and maintain the records,*
- *Take the lead in the preparation of Spatial Map and Epidemiological Profiles and update them once every six months,*

Data Bank Management

- Be responsible for maintaining HIV data bank of the District for use by the DISHA team.
- 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.
- Maintain facility-wise monthly and other reports, copies of feedback provided to the reporting units and feedback received from SACS/NACO or other visitors.

Newer Strategic Interventions

- Implementation of I.T. enabled & client-centric Information Management System (SOCH) across all the facilities in the Districts.
- Support CPM in planning and execution of Monthly Review Meeting of all HIV facilities and document the outcomes

Inventory Management

- Maintain a complete and updated list of the inventories in DISHA and HIV facilities consisting of equipment supplied by NACO/SACS or procured locally, transferred from other establishments, and donated by various institutions; health supplies received from NACO/SACS and allocated to facilities.
- Maintain Stock Register for health supplies, stock, and assets; monitor the consumption patterns of HIV testing kits, ARV drugs, RPR kits, STI drugs, condoms, OST and facilitate the supply of sufficient stocks.
- Responsible for managing the District Level cold chain and non-cold chain warehouse in the District/s.
- Ensure that the report on the stock status of the commodities under the facilities in the District is maintained and reported to SACS in a timely manner.
- Ensure the availability of commodities and document good practices observed within the cluster District/s.
- Coordinate with the SACS and the implementation partners for ensuring the smooth mobility of the commodities in the District/s.
- Conduct annual physical verification of assets at facilities, reconcile the data and submit a consolidated report to the DACO.

Maintenance and reporting of Financial Records

- Perform the role for management of financials in the DISHA Unit / DISHA Cluster.
- Follow up with various HIV facilities of the District/s for timely submission of Statement of accounts/expenditure and utilization certificate (UC) along with the original bills/vouchers,

Other Functions

- Make joint field visits with SACS and Technical Support Unit Programme Officer(s).
- Establishment of linkages with Social Protection Schemes in the Districts, its monitoring, documentation and follow-up.
- In addition, the position may be assigned additional responsibilities based on the emerging priorities or evolving needs of the programme.

- *Based on the requirement of the programme, there can be a relocation within the State.*

B. Job description of positions under DISHA Units:

With the changing programmatic needs over a period of time, the Job Description of DPM has to change to cater to the necessities of the revamped DAPCU strategy.

- a) Thus, the job responsibilities of District Program Manager will be the same as that of the Cluster Program Manager. It is to be noted that the designation of DPM in the revamped DAPCU Strategy (DISHA) will remain the same.
- b) The job responsibilities of District ICTC Supervisor will be the same as that of Clinical Service Officer. The designation of DIS remains the same as that in the DISHA Unit. If there is no DPM position in the District, the DIS will report to the CPM.
- c) The job responsibilities of District Assistant- Program, Account and M&E will be the same as that of Data Monitoring and Documentation Officer (DMDO). It may be noted that the designation of District Assistant (Program, M&E, Accounts) remains the same in DISHA Strategy. In case, all the three positions are vacant in a particular District, only then will recruitment of DMDO be considered by respective SACS.