

Basic Service Division

Position	Essential Qualification	Essential Experience	Desirable	Job responsibilities (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
JD- BSD	MBBS with Post graduate diploma/Degree in Preventive and Social Medicine or Community Medicine or Skin and VD/ STD/ Dermatology Venereology Leprology OR MBBS with Public Health Experience. OR MBA in Health Management or Master in Public Health or Master in Health Administration. OR Masters degree in Psychology/Social Work/Sociology/Clinical Psychology/Medical Microbiology	Working experience of 7 years in Public health programme with focus on STI/RTI management, EVTHS, HIV counselling and Testing services, early infant diagnosis services and engagement with Communities and affected communities at National/State/District level with Govt. / NGO/Development Partners implementing agencies/Private Sector. (• For Masters/ PG diploma: Minimum 8 years post PG • For MPhil: Minimum 6 year post MPhil • For PhD: Minimum 4 year post PhD • For Medical Graduate minimum of 5 yrs. Post qualification • For Medical Post graduate minimum of 3 yrs. post PG qualification) • Working knowledge of MS Office.	Work experience in field based implementation. Proficiency in data management. Preference will be given to the candidate working in the field of HIV/ AIDS	☐ Lead focal point for all preventive services especially HCTS, EVTHS at State level under NACP. In the absence of JD STI, will also be lead focal point for STI and Sampoorna Suraksha Strategy. ☐ Any other activity assigned under the Programme

CST Division

Position	Essential Qualification	Essential Experience	Job responsibilities (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
JD-CST	MBBS with Master Degree/ Diploma in Public Health /Health Management from a recognized university Or Master Degree in Public Health	7 year of experience in Health Sector 1 year for MD candidates and 3 years of experience for diploma holders. For Master Degree in PH-7 years Working knowledge of MS Office	☐ All administrative and file work pertaining to CST services in the state including facilitating the staff appointment, salary, appraisals, officer orders to ART centres etc. ☐ To ensure implementation of CST Services as per prescribed NACO Guidelines for CoE, pCoE, ART plus, ART centres, LAC plus, LAC, CSC and any other site dispensing /refilling ART. ☐ Mentoring and supportive supervision to all ART facilities including CoE, pCoE, ART plus, ART centres, LAC plus, LAC, CSC and any other site dispensing /refilling ART. ☐ Should visit each ART centre at least once in 3 months and LAC /CSC & other refilling sites once in 6 month) as per NACO Guidelines and submit the visit report to NACO. ☐ Adherence to the highest standards of quality excellence in patient care and clinical practices also ensure PLHIV are not discriminated in the hospital and are not denied admission/ care. ☐ To analyze the monthly ART centre reports from all the centres and send to NACO by the 1st week of every month as per the NACO prescribed formats and take necessary actions. ☐ To analyze the monthly drug summary sheets from all the ART centres and send to NACO by the 1st week of every month as per the NACO prescribed format and to manage SCM and take necessary actions as per requirement. ☐ Identification and establishment of sites for new ART centres and Link ART Centres as per NACO criteria. ☐ To develop Annual Action Plan and ensure optimum utilization of funds allocated. ☐ Organize training of various personnel involved in ART services. ☐ To develop clear targets with time lines, determine resource requirements and monitor the program management and information systems as part of the comprehensive HIV/AIDS Care and treatment programme. ☐ Coordination with Principals/Deans of Medical Colleges and Medical Superintendents/Director of District Hospitals/Other Hospitals for smooth implementation of ART Services. ☐ Coordinate within SACS to ensure maximal linkages with ICTC, Lab and TI division for comprehensive HIV Care. ☐ Coordination with other National Health Programmes like NTEP, NHCP, NVBDCP, NCD etc. ☐ Coordination with the Regional Coordinator (CST)/ Technical expert (CST) in the planning and implementation of ART Services ☐ Coordination along with mentoring and monitoring of Regional Supply Chain Managers ☐ Coordination with local stakeholder and technical partners ☐ Ensure implementation of ART services with active participation of NGOs and PLHIV networks ☐ Focal point for forecasting supply, and utilization of ARV drugs, relocations and monitoring of stocks of ARV drugs and coordination with NACO to avoid any drug stock outs or expiry of ARV drugs ☐ Monitor procurement, supply and availability of OI, PEP drugs and other ARVs as per requirement. ☐ Conduct quarterly review meeting of ART Centres and other facilities providing ART Services ☐ Ensure SGRC meetings are conducted quarterly . ☐ Focal Point for Inter State and Inter District LFU Tracking activity as per NACO guidelines ☐ Printing of registers, formats, records required for ART Centre and LAC as per NACO guidelines. ☐ Participate as SACEP member at COE every week and at ART Plus centres once in fortnight ☐ Implementation of National Guidelines pertaining to CST Division. ☐ Any other activity assigned under the Programme

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DD-STI	MBBS OR Bachelors Degree in Medical Sciences OR MBA in Health Management or Master in Public Health or Master in Health Administration	Working experience of 5 years in Public health programme with focus on STI/RTI management /programme and engagement with key populations and affected communities at National/State/District level with Govt. / NGO/Development Partners implementing agencies/Private Sector. Working knowledge of MS Office. (• For Masters/ PG diploma: Minimum 5 years post PG • For MPhil: Minimum 4 year post Mphil • For PhD: Minimum 2 year post PhD • For Medical Graduate minimum of 3 yrs. Post qualification • For Medical Post graduate minimum of 1 yrs. post PG qualification)	Work experience in field based implementation. Proficiency in data management. Preference will be given to the candidate working in the field of HIV/ AIDS	☐ Focal point for STI Programme at State level under NACP. Reporting to JD STI wherever a position exists separately and in the absence, reporting to JD BSD. ☐ Any other activity assigned under the Programme

Procurement Division

Position	Essential Qualification	Essential Experience	Job Responsibilities
			(All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
JD-PROC	MBA in Material Management/ Supply Chain Management/Finance	7 years of experience in Procurement & Logistics	☐ Monitoring of overall activities of Procurement ☐ To see that budgetary allocations are appropriated to the respective end-users and thus, ensure timely and effective implementation. ☐ Implementation of Procurement Management System, as per the Govt. of India instructions/guidelines issued from time to time. ☐ Ensuring adhering to quality and timelines of procurement management i.e. procurement planning & execution of goods and services. ☐ Reporting to NACO periodically on the subject matter. ☐ Any other activity assigned under the Programme
DD (PROC.)	Post Graduate in Management/Public Health/Health & Hospital Administration/Commerce/CA/ICAI or Degree in Engineering	Minimum 5 years experience in managing procurements. Thorough knowledge of Central/State Govt. Finance rules related to procurement. Well versed with World Bank Guidelines. Knowledge of MS office.	☐ Prepare and/or review the procurement plan for the implementation of NACP. ☐ Preparation & vetting of Bid-Documents independently, complying to standard guidelines & framework. ☐ Ensure adherence to Procurement guidelines issued by Govt. of India from time to time in all purchases. ☐ Provide methodological guidance and know how to procurement staff in procuring goods and services in compliance of the country's Govt. laws/Public Procurement and the procurement procedures of the donors. ☐ Build procurement capacity in the Procurement team and the beneficiaries through hands-on training. ☐ Initiate the procurement processes, including those for National and Local Competitive bidding procedures, ensuring compliance of agreed procurement methods' thresholds, prior review requirements specific to the project. ☐ Any other activity assigned under the Programme

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Finance Assistant	Graduate preferably in Finance & Account/B.Com	3-5 yrs. post qualification experience or experience in state accounts cadre/organized accounts Govt. of India. Working knowledge of computer including experience of working in accounting software and MS Office package - essential.	☐ Smooth and timely conduct of internal audit and statutory audit ☐ Review reports of DACS ☐ Budgeting ☐ Smooth and timely release of funds to field units ☐ Preparation and submissions of reimbursement claims ☐ Complying with reporting requirements ☐ Receipt and scrutiny of claims received from the DACS ☐ Consolidation (through CFMS) for sending it to NACO ☐ To carry out other tasks as assigned by controlling officer. ☐ Logistic and inventory management ☐ Any other activity assigned under the Programme