

8	Asst. Director (Voluntary Blood Donation)	1	Contractual	Recognised PG degree in social science / sociology / social work At least 3 years experience in organizing voluntary Blood donation Preferably regular voluntary blood donor Knowledge of donor motivation, donor recruitment and donor retention. Knowledge of local language	1. Management and administrative facilitation of the Blood Transfusion Services programme in the state with specific emphasis on voluntary blood donation as per operational and technical guidelines of NACO /NBTC 2. Responsible for physical, financial and facility target achievement in the programme as per approved annual action plan 3. Develop State Level Strategies for promotion of VBD & phasing out of replacement blood donation based on NACO /NBTC guidelines. 4. To prepare Quarterly Camp Schedule for NACO supported blood banks as per their requirement 5. Visit all NACO supported BCSU each quarter to monitor the voluntary blood donation. 6. Conduct field visits to poor performing districts of the state to develop dist level strategies for improving VBD. 7. Monitor the blood bank counselors with respect to donor screening, counseling and motivation 8. Coordinate actively with State Blood Transfusion Council, state chapter of IRCS, Red Ribbon Clubs, Voluntary Organizations, Associations of Voluntary Blood Donors, Organizations of Donor Motivators, Youth Organizations and others to conduct awareness activities on Voluntary Blood Donation to improve donor motivation, recruitment & retention. 9. Hold quarterly coordination meetings with incharges of NACO supported blood banks and camp organizers to facilitate VBD 10. Facilitate release and monitor the financial expenditure (VBD camps, IEC, donor refreshment) for organizing the camps. 11. Facilitate capacity building trainings on Donor Motivation, retention and recruitment 12. Support JD/DD in streamlining and strengthening SIMS reporting from NACO supported Blood Banks 13. Participate in conduction of periodic review of the programme at state level 14. Maintain supply chain and logistics of commodities supplied under the programme through NACO to the NACO supported Blood Banks 15. Establish and maintain referral linkages between Blood Banks to ICTC/ DSRCI/OPD for referral of seropositive donors
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				16. Submit periodic reports on Blood safety activities to NACO Take up any other work as assigned by the Project Director from time to time.
9	Divisional Assistant	1	Contractual	Graduate degree in any discipline with ability to manage assigned task of the division. Basic knowledge of computer essential.
LAB SERVICES - 2				

10	Dy. Director (Lab Service)		Contractual	MD Microbiology/Ph. D Microbiology Or MBBS with 5 years of experiences preference will be given to the candidate working in the field of HIV/AIDS 2 years experiences for MD Microbiology/Ph. D Microbiology Preference will be given to the candidate working in the field of HIV/AIDS 5 years for MBSS candidates , preference will be given to the candidate working in the field of HIV/AIDS	1. To act as a focal person for lab services in SACS 2. To manage and administer facilitation of Lab Services programme in the state as per operational and technical guidelines of NACO. 3. To coordinate the release of funds for lab service related activities 4. To facilitate achievement of physical, financial and facility target in the programme as per approved AAP 5. To prepared annual action plan for Lab Services in the State. 6. To work closely with NRLs/SRLs for NABL accreditation 7. To visit 25% of all SRLs/NRLs every quarter and submit report of the same to PD for which the incumbent shall tour for at least 8 working days in each month. 8. To facilitate appointment and capacity building of TO and LTs of SRLs and NRLs 9. To extend support to the SRLs/NRLs as per approved patterned of assistance in AAP. 10. To conduct periodic review of the programme at state level to improve service delivery. 11. To maintain list of experts of microbiology in the state for consultation of technical issues 12. To ensure annual maintenance of contracts on laboratory equipment under use by the programme. 13. To facilitate proper complaint redressal on kits, equipments and other supplies. 14. To facilitate any other special laboratory related issued which requires coordination with SACS 15. To look after all activities related to CD4 testing , training and logistics of kits. 16. To look after all activities related to CD4 testing, training& logistics of kits. 17. Any other work assigned by PD .
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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)
DD- Prevention	Master/ Post Graduate Diploma in Social Sciences/ / Public Health/ Health Care Administration and similar streams from a Recognized University.	Work experience 5 years in the Development sector, Health Programmes or Health systems in the field of HIV/AIDS at State/National level with experience of engagement with Community and civil society organizations. • 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)	M.Phil., Ph.D. Preference will be given to the candidate working in the field of HIV/ AIDS	☐ Focal point for prevention programme including TI, LWS, OST at State level under NACP. ☐ Any other activity assigned under the Programme
AD- Prevention	Master/ Post Graduate Diploma in Social Sciences/ / Public Health/ Health Care Administration and similar streams from a Recognized University.	Work experience 3 years in the Development sector, Health Programmes or Health systems in the field of HIV/AIDS at State/National level with experience of engagement with Community and civil society organizations. • For Masters/ PG diploma: Minimum 3 years post PG • For Medical Graduate minimum of 1 yrs. Post qualification)	Preference will be given to the candidate working in the field of HIV/ AIDS	☐ Support Staff for prevention programme including TI, LWS, OST at State level under NACP. ☐ Any other activity assigned under the Programme

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)
DD-BSD	MBBS	Working experience of 5 years in Public health programme with focus on EVTHS, HIV	M.Phil. (desirable PhD)	☐ Focal point for HCTS, EVTHS and Sampoorna Suraksha at State level under NACP.
	OR	counselling and Testing services, early infant diagnosis services and engagement with key populations and affected communities at National/State/District level with Govt / NGO/Development Partners implementing	Work experience in field based implementation.	
	OR	Post graduate diploma in Preventive and Social Medicine or Community Medicine or Skin and VD/ STD/ Dermatology Venereology Leprology or	Proficiency in data management.	☐ Any other activity assigned under the Programme
	OR	Obstetrics Gynaecologist	Preference will be given to the candidate working in the field of HIV/ AIDS	
	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		
		• 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) • Working knowledge of MS Office.		

Lab Services 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)
DD (LS)	M.Sc. (Microbiology/ Biotechnology/ Biochemistry/ Life Sciences) OR B. Tech (Biotechnology)	5 years of experience for candidates with M. Sc/ B. Tech (in the above subjects) OR 3 years of experience of working in medical diagnostic laboratory for candidates with PhD.	☐ To act as a focal person for lab services in SACS ☐ To manage and administer facilitation of Lab Services Programme in the state as per operational and technical guidelines of NACO. ☐ To supervise the activities of AD (LS) ☐ To coordinate the release of funds for activities related to Lab Services ☐ To facilitate achievement of physical, financial and facility target in the programme as per approved action plan ☐ To prepare annual action plan for Lab Services in the state ☐ To work closely with NRLs/ SRLs/ EID labs/ VL labs/ ICTCs for accreditation ☐ To visit 25% of all SRLs/ NRLs every quarter and submit report of the same to Project Director ☐ To facilitate appointment and capacity building of TO and LTs of SRLs, NRLs, EID and Viral Load labs ☐ To extend support to SRLs/ NRLs/ EID/ CD4/ Viral load lab as per approved Annual Action Plan ☐ To conduct periodic review meeting of the programme at state level to improve service delivery ☐ Look after STI and surveillance activities when required ☐ To maintain list of experts of microbiology in the state for consultation on technical issues ☐ To ensure annual maintenance of contracts of laboratory equipment under use by the programme ☐ To facilitate any other special laboratory related issue which requires coordination SACS ☐ To look after all activities related to CD4 testing, trainings & logistics of kit ☐ To look after all the activities related to viral load testing, trainings & logistics of kits ☐ To monitor the dashboard closely of any software developed and take necessary action wherever necessary ☐ Any other work assigned by PD
	Desirable Qualification: • PhD (Microbiology/ Biotechnology/ / Biochemistry/ Life Sciences)	Candidates with experience of working in accredited labs or those labs who have applied for accreditation will be preferred.	

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)
DD-CST	University degree in Medical Sciences or Masters/Diploma in Public Health/ Health Management or Similar PG Courses in Health Care Management.	5 years experience in Health sector (preferably HIV) Good working knowledge of MS	☐ In the States where there is no JD (CST & LS), the DD will be the in charge of CST & LS ☐ 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 under guidance of JD CST ☐ Assist JD CST in 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. ☐ He/She should visit each ART centre at least once in 3months and LAC /CSC & other refilling sites once in 6 months as per NACO Guidelines. Prepare visit plan in coordination with JD CST and AD CST to avoid duplication of visit. ☐ To compile the monthly ART centre reports from all the centres and support JD CST in analyzing the same and take necessary action as per JD CST directions ☐ Compile and share data to NACO in prescribed formats under the guidance of JD CST ☐ Assist JD CST in implementation of ART services with active participation of NGOs and PLHIV networks ☐ Assess the need and organize training of various personnel involved in ART services under the guidance of JD CST ☐ Assist JD CST in Identification and establishment of sites for new ART centres and Link ART Centres as per NACO criteria ☐ Facilitate printing of registers, formats, records required for ART Centre and LAC as per NACO guidelines under the guidance of JD CST ☐ Coordinate within SACS to ensure linkages with ICTC, Lab and TI division for comprehensive HIV Care. ☐ Coordination with other National Health Programmes like NTEP, NHCP, NVBDCP, NCD etc. ☐ To support JD CST 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. ☐ 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 out or expiry of ARV drugs ☐ Monitor procurement, supply and availability of OI, PEP drugs and other ARV drugs as per requirements ☐ Any other activity assigned under the Programme ☐ Preparation of Annual Action Plan for CST ☐ Implementation of all National Guidelines pertaining to CST.

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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)
AID-SI	Master/ Post Graduation in Public Health/ Health Administration/ Applied Epidemiology or Diploma in Public Health (Two year course) and similar streams from a Recognized University. OR Masters in Demography/Statistics/ Population Sciences/Social Sciences/Computer Application.	Experience in Public Health in surveillance/research/M&E/epidemiology. Working knowledge of computers including MS office package and SPSS. Good working knowledge of epidemiological analysis and biostatistics.	Past experience of working in HIV/AIDS programme or projects under Government or bilateral/ multi-lateral agencies in India. Good working knowledge of Epidemiological analysis and other statistical packages. • Preference will be given to the candidate working in the field of HIV/ AIDS	☐ Support Staff for strategic information and information technology at State level under NACP. ☐ Any other activity assigned under the Programme

Position	Essential Qualification	Essential Experience	Desirable	Job responsibilities
AD/IEC	Post graduate degree in Social Sciences/ Humanities or any other related field.	- Minimum 3 years experience in planning, implementing and monitoring of mid-media activities at State level - A good understanding of folk and traditional media, BTL and other mid media vehicles - Excellent written and oral communication skills in Hindi and English - Candidate is willing to undertake extensive travel - Additional experience of designing communication aids on HIV/AIDS. - Sound knowledge of handling virtual meeting platforms, video conferencing, social media platforms and computer skills.		(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) ☐ Draw up an Annual Action Plan as per state specific ACSM strategy under NACP V and ensure its implementation ☐ Ensure development of BCC materials and its dissemination through different media channels ☐ Coordinate with different stakeholders for implementation of BCC plan ☐ Ensure availability of IEC Materials at different service centres ☐ Sensitize and engage media and health journalists on issues pertaining to HIV/AIDS. ☐ Undertake supervisory visits in the field and ensure monitoring and evaluation of IEC/Mainstreaming programmes ☐ Compile and submit a monthly assessment report to NACO on programme implementation in the state
AD/Documentation	Post graduate degree in Social Sciences/ Humanities or any other related field.	- At least 3 years of experience in Journalism and/or writing features for the web; - Demonstrated experience in maintaining social media accounts, especially Facebook, Instagram, YouTube and Twitter, as well as experience with new media executions, preferably with a development organization; knowledge and understanding of local and global digital landscape and trends; - Basic understanding of managing website content as per need; - Experience with graphic design, ability to create designs for digital media purposes in open source graphic design programmes, such as Canva; - Ability to integrate PR/communication initiatives with social media; - Experience developing compelling content to generate response from audiences online; - Experience in reporting on qualitative and quantitative analytics; - Ability to take quality photographs and basic photo editing skills;	- Previous SACS or NGO experience in a similar role of ability of handling social media is highly desirable. - Sound knowledge of handling virtual meeting platforms, video conferencing, social media platforms and computer skills. - Preference will be given to the candidate working in the field of HIV/ AIDS	☐ Lead focal point for Social media activities under JD(ACSM) ☐ Any other actively assigned under the Programme

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