

ELIGIBILITY CRITERIA & TERMS OF REFERENCE FOR NACP-V



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

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DD-BSD	MBBS OR Bachelors Degree in Medical Sciences OR Post graduate diploma in Preventive and Social Medicine or Community Medicine or Skin and VD/ STD/ Dermatology Venereology Leprology or Obstetrics Gynaecologist 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 5 years in Public health programme with focus on EVTHS, HIV 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 agencies/Private Sector. (• 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.	M.Phil. (desirable PhD) 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 HCTS, EVTHS and Sampoorna Suraksha at State level under NACP. ☐ Any other activity assigned under the Programme

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) Desirable Qualification: • PhD (Microbiology/ Biotechnology/ / Biochemistry/ Life Sciences)	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

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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.	☐ 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 activity assigned under the Programme