

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
ICTC				
	Dy. Director (ICTC)	Contractual	MBBS with PG Degree/Diploma in Community Medicine/PSM/Community Health Administration or equivalent in public health fields with minimum 2 years experience after MBBS including PG Degree/Diploma duration OR MBBS with 5 years experience, preferably in public health care systems OR M.Phil (desirable PhD) degree in Psychology/Social Work/Sociology/Clinical Psychology/Medical Microbiology with minimum 3 years experience after M.Phil or 2 years experience after PhD	1 Monitor and supervise the implementation of ICTC/PPTCT/HIV-TB programme in the state. 2. Plan and supervise the implementation of scale up plan for ICTC services to the level of CHCs, 24 hrs PHCs and Private Sector Health Institutions. 3. Make regular field visits to ICTCs in the state, especially to poorly performing centres. 4. Organize quarterly review meetings of District Supervisors and all Counsellors of ICTCs. 5. Liaise with senior officials of the National Rural Health Mission (NRHM) and regularly conduct coordination meetings. 6.Liaise with the State TB officer and conduct meetings of the State HIV-TB coordination committee every quarter. 7.Organize steering committee meetings every quarter for Global Fund projects. 8.Organize quarterly review meetings of Project Coordinators and Outreach Workers of all NGOs doing outreach work for PPTCT/HIV-TB. 9.Supervise the selection and training of counsellors and LTs for ICTCs. 10.Supervise the selection and training and posting of district coordinators for ICTCs in A

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				and B category districts. 11. Monitor the quality of training/capacity building being imparted in institutions of excellence identified by NACO for training of counsellors and LTs from the state. 12. Prepare the state annual physical and financial plan for ICTCs 13. Make annual forecast of rapid test kits and consumables and prophylactic Nevirapine required for ICTCs 14. Assist the Project Director in preparing replies to Legislature/Parliament Questions, reports to various Departments of the State Government including the Health and Family Welfare Department on issues pertaining to ICTC/PPTCT/HIV-TB. 15. Supervise the work of the Assistant Director (ICTC) and other members of the ICTC team such as PPTCT M & E Officer, HIV-TB Consultant, NGO Coordinator.

S No	Position	Facility	Qualification	Experience	TOR under NACP III	TOR under NACP IV
1	DD(LS)	SACS	• MD Microbiology/Ph.D Microbiology - Or • MBBS with 5 years of experience, preference will be given to the candidate working in the field of HIV/AIDS.	• 2 years experience for MD Microbiology/Ph.D Microbiology, preference will be given to the candidate working in the field of HIV/AIDS. • 5 years for MBBS candidates, preference will be given to the candidate working in the field of HIV/AIDS.	• No position under NACP III	• To act as a focal person for lab services, in SACS • To manage and administer facilitation of Lab Services program in the state as per operational and technical guidelines of DAC • To coordinate the release of funds, for lab service related activities. • To facilitate achievement of physical, financial, and facility target in the programme as per approved annual action plan. • To prepare annual action plan for Lab Services in the state • To work closely with NRLs/SRLs for NABL Accreditation. • To visit 25% of all SRLs/NRLs every quarter and submit report of the same to Project Director for which the incumbent shall tour for at least 8 working days in each month. • To facilitate appointment and capacity building of TO and LTs of SRLs and NRLs. • To extend support to the SRLs /NRLs as per approved pattern of assistance in Annual Action Plan • To conduct periodic review of the programme at state level to improve service delivery • To maintain list of experts of microbiology in the state for consultation on technical issues. • To ensure annual maintenance of contracts on laboratory equipment under use by the programme. • To facilitate proper complaint redressal on kits, equipments and other supplies • To facilitate any other special laboratory related issue which requires coordination with SACS • To look after all activities related to CD4 testing, trainings & Logistics of kits. • To look after all activities related to Viral Load testing, trainings & Logistics of kits. • Any other work assigned by PD.
2	QM (LS)*	SACS				

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	Dy. Director (CST)	Contractual	University degree in Medicine / Nursing/ /Masters or diploma in Public Health or Health Management /Masters in Social Work or in any other relevant field with minimum 5 years of experience in Health sector.	1. Ensure implementation of CST Services as per prescribed Operational Guidelines for CoE, p CoE, ART plus, ART centres, LAC plus, LAC and CSC under guidance of JD CST 2. To compile the monthly ART centre reports from all the centres and help JD CST in analyzing the same. 3. Supervision and monitoring of ART implementation in the State 4. Compile and forward data to NACO in prescribed format 5. Help JD CST in identification of ART teams and organizes their sensitization on ART Services 6. Help JD CST in coordination of ART services with active participation of NGOs and PLHIV networks 7. Organize training of various personnel involved in ART services under the guidance of JD CST 8. Establishment and monitoring of Link ART Centres following NACO criteria and guidelines 9. Responsible for printing of registers, forms, records required for ART Centre and LAC as per Procurement guidelines of NACO under the guidance of JD CST 10. Strengthening of linkages between ART

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				centres and ICTCs 11. Coordinate within SACS with the Basic Services Division to ensure maximal linkages with ICTC, PPTCT (including EID) and HIV-TB under the guidance of JD CST 12. To support JD CST in developing clear targets, with time lines, determine resource requirements and assist in establishing the program management and information systems for scaling up ART as part of the comprehensive HIV/AIDS Care and treatment programme 13. To compile the monthly drug summary sheets from all the ART centres and help JD CST in analyzing the same. 14. Focal point for 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 15. Monitor procurement, supply and availability of OI and PEP drugs 16. Supervision and Monitoring of CSC in the State following NACO guidelines 17. To undertake regular visits to service delivery points (share sites visited with JD CST and AD CST to avoid duplication for assessment of: o Facilities : ART Centres, Link ART centres & CSCs, Laboratories for

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				CD4 testing including supply of CD4 kits. 18. Strengthening Linkage between ARTC and CSC 19. Any other duty assigned by JD CST.DD CST will work under guidance of JD CST. In the States where there is no JD CST, DD CST will be the in charge of CST.

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	Divisional Assistant	Contractual	Graduate degree in any discipline with ability to manage assigned task of the division. Basic knowledge of computer essential.	Help Divisional officers in file maintenance, initiate correspondence and all other work entrusted from time to time.
SIMU				
	Dy. Director (M&E and Surveillance)	contractual	MD/DNB (Community Medicine)/ Masters in Public Health/ Masters in Health Administration/ Masters in Applied Epidemiology 3-5 years experience in the field of public health Working knowledge of computers including MS office package and SPSS Desirable Knowledge of epidemiological analysis, modeling and biostatistics Past experience of working in HIV/AIDS programme or projects under government or bilateral/ multi-lateral agencies in India	1. Administrative head of SIMU at SACS 2. Overall responsible for all the SIMU activities in the state including Monitoring & Evaluation, Surveillance, Research and data analysis. 3. Develop annual action plan for SIMU activities in the state during each financial year 4. Implement all the activities as per the annual action plan approved by NACO, with the support of Epidemiologist & M&E Officers 5. Manage budgets and finances related to SIMU activities under the annual action plan and ensure timely booking of expenditures in CPFMS 6. Manage procurement & supply of material required for Surveillance activities as per the directions of NACO, from time to time 7. Organise trainings under Surveillance & M&E as per the annual action plan and directions of NACO, from time to time; act as resource person 8. Release budgets to HSS Sentinel Sites

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				and Testing Labs as per the approved norms, obtain UC & SOE and settle the accounts in a timely manner 9. Advertise and recruit for vacant positions in SIMU at SACS; Coordinate with NACO for relevant administrative approvals 10. Guide, supervise and handhold the M&E assistants in DAPCUs in the state 11. Monitor all the routine programme reporting from various reporting units in the state through SIMS, supervise & handhold RUs to ensure 100% reporting every month in time 12. Identify and address all M&E requirements at the reporting units in the state including training of new staff in reporting formats & SIMS, ensuring access to computer & internet, necessary administrative approvals at facility level for smooth reporting, etc. 13. Review and analyse monthly programme data with the support of Epidemiologist & M&E Officer and bring out monthly/ quarterly/ annual SIMS bulletins 14. Bring out annual surveillance reports, M&E bulletins and other analytical publications from SIMU at SACS 15. Participate in all national & regional level meetings related to SIMU as specified by

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				NACO from time to time 16. Undertake operational research activities of programmatic relevance 17. Undertake regular analysis of various data at state level to provide meaningful recommendations to the programme implementation from time to time 18. Carry out any other work assigned by the reporting officer from time to time
	Epidemiologist	Contractual	MBBS , MD (Community Medicine); or DNB (Community Medicine/ Epidemiology); or Masters in Public Health; or Masters in Health Administration; or Masters in Applied Epidemiology; or Diploma in Public Health (Two year course) , 3 years of	1. Support NACO/ Regional Institutes/ SACS in the planning, implementation and monitoring of HIV Sentinel Surveillance and Integrated Biological & Behavioural Surveillance activities in the State 2. Investigate into unusual findings from HIV Sentinel Surveillance 3. Involvement in all Strategic Information activities undertaken by NACO/ SACS such as District Epidemiological Profiling using

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	Assistant Director (ICTC)	Contractual	PG degree in Psychology/Social Work/Sociology/Clinical Psychology or M Sc in Microbiology/Medical Microbiology with minimum 2 year experience in relevant field after PG Degree Desirable: Experience in Counseling and Human Development or Experience in Laboratory Service	1. Monitor ICTC/PPTCT/HIV-TB programme in the state and prepare monthly reports. 2. Coordinate the establishment of ICTC services upto the level of CHC, 24 Hrs PHCs and Private Sector Health Institutions in collaboration with NRHM. 3. Coordinate the training of counsellors and LTs. 4. Organize quarterly meeting of counsellors of all ICTCs. 5. Establish good 'in' and 'out' referral systems in the ICTCs. 6. Supervise the functioning of District ICTC Supervisors. 7. Coordinate the establishment of mobile ICTC to cover tribal and difficult to reach areas.

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	Assistant Director (Voluntary Blood Donation) Earlier designation - Consultant (Voluntary Blood donation)	Contractual	• Recognized 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 DAC/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 DAC/NBTC guidelines. 4. To prepare Quarterly Camp Schedule for DAC supported blood banks as per their requirement 5. Visit all DAC 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,

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				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 DAC 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 DAC 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 DAC to the DAC supported Blood Banks 15. Establish and maintain referral linkages between Blood Banks to ICTC/ DSRC/ OPD for referral of seropositive donors 16. Submit periodic reports on Blood safety activities to DAC 17. Take up any other work as assigned by the Project Director from time to time.

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	Asstt Director (CST) earlier designation - Asst. Director(Nursing)	Contractual	University degree in Medicine or Nursing or pharmacy /Masters in Public Health or Health Management or Social Work or in any other relevant field with minimum 3years of experience in Health sector.	1. To undertake regular visits to service delivery points (share sites visited with JD CST to avoid duplication for assessment of: • Facilities providing ART and HIV/AIDS care, • Laboratories for CD4 testing including supply of CD4 kits. 2. To assist JD (CST) in conducting regular review meetings of ART centre and State Grievances Redressal Committee (SGRC) meetings. 3. To compile the monthly drug summary sheets from all the ART centres and help JD CST in analyzing the same. 4. Focal point for 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 5. Monitor procurement, supply and availability of OI and PEP drugs. 6. Responsible for coordinating for training of all categories of health care providers. 7. Any other duty assigned by JD CST or DD CST 8. AD CST will work under guidance of JD CST. In the States where there is no JD or DD CST, AD CST will be the in charge of CST

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	Assistant Director(GIPA)	Contractual	Graduate from reputed institution . 3 years experience in HIV related matters, preference will be given to PLHAs	1. In addition to responsibilities stated for NACP III GIPA Coordinator will perform the following tasks 2. Work out State specific GIPA strategies and operationalize them for involvement of PLHA 3. Develop strategy for reduction of social stigma and discrimination against PLHA and affected groups 4. Facilitate capacity building of PLHA networks at the State as well as district level 5. Liaison and sensitize various stakeholders including Govt. Deptt. Inclusion-on, Civil Society and other agencies for increased understanding of GIPA and issues related with PLHAs. 6. Facilitate on uptake of social protection scheme's benefits by PLHIVs 7. Facilitate for implementation of Grievance Redressal Mechanism at State and district level 8. Assist in dissemination of IEC messages/material at state/district level network of PLHAs 9. Undertake supervisory visits for ensuring availability and accessibility

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	ADMINISTRATIVE OFFICER	Contractual	Masters/Bachelors Degree in any discipline; At least 3 years professional work experience in providing administrative support; Knowledge of effective government procedures and practices will be an added advantage; . Knowledge and experience in using appropriate software and other computerized Microsoft office; and Ability to organize and prioritize workloads, meet deadline and targets	Administrative Officer shall work under the direct supervision of the PD/APD and carry out following responsibilities: 1. Manage administrative function and establish internal administrative systems and controls; 2. Ensure the safety and security of the city office premises including its maintenance and upkeep; 3. Liaison with agencies for maintenance of office assets viz., telephone, fax, computers, printers, etc.; 4. Ensuring timely verification and submission of bills of administrative expenses viz., telephone, water & electricity etc. 5. Liaison with government departments like Corporations, Income Tax, VAT, Service Tax Department etc on behalf of the SACS; 6. Identify vendors, obtain and evaluate quotes, negotiate prices, prepare purchase orders and contracts, maintain stock and inventory registers scrutinize and process bills for payment; 7. Ensure timely renewal of contracts for ACs, security, cleaning, etc. 8. Provide regular progress report to the reporting officer and to DAC ; and 9. Carry out any other works as required by the project