

HP STATE AIDS CONTROL SOCIETY
City Cottage, By Pass Road, Kasumpti, Shimla-171009.

PUBLIC APPOINTMENTS

As per National AIDS Control Organization, applications are invited for filling up of following posts in O/o HP State AIDS Control Society Shimla-9 purely on contractual and temporary basis for one year, to be renewed every year based on assessment of performance against deliverables specified in the contract. The short listed candidates will be informed regarding the date of the written test/interview after scrutiny of the applications. Incomplete applications will be summarily rejected. Original certificate/testimonials will be checked at the time of interview. The applicants should be bonafide Himachali. Service conditions will be governed by National AIDS Control Organization (NACO) guidelines issued from time to time.

Sr. No	Post Details/ Remuneration	No. of Post (s)	Educational qualification & experience
1.	Consultant (Care Support & Treatment) Rs.20000-30000 PM	1	MD in Medicine/Pediatrics with three years experience. Age limit:-26-62 years
2.	Consultant (Voluntary Blood Donation) Rs25000-35000 PM	1	1. Recognized PG degree in Social Science/Sociology/Social work. 2. At least 5 years experience in organizing Voluntary Blood donation in VBD organization. 3. Should be a regular Voluntary Blood donor. 4. Knowledge of donor motivation, donor recruitment and donor retention. 5. Knowledge of local language. Age limit:-23-45 years
3.	Consultant (Youth Affairs) Rs. 15000-20000 PM	1	1. Master Degree in Sociology/ Social-work from a recognized university/institution. 2. Member of NSS for 3 years/ C certificate holder of NCC. Age limit:-21-25 years
4.	Consultant (Civil Society Main-Streaming: Rs. 25000-35000 PM	1	1. Master Degree in Sociology/Social science from a recognized university/institution. 2. Min 10 years exp in NGO/Govt. Sector. 3. Experience in liaison with Government & Private sector on issues related to HIV/AIDS and organizing training programmes & workshops. 4. Good Knowledge of HIV/AIDS & related issues in the State. Age limit:-25-45 years
5.	Dy. Director (IEC) Rs. 20000-30000 PM	1	A. Essential: 1. Bachelors Degree & PG Diploma in Mass Communication from a recognized university/Institute 2. Min.8 yrs exp in the field of developmental/health communication including Planning and implementation of the IEC campaign B. Desirable i) Exp in the field of advertising ii) Experience in preparation of audio-visual publicity aids and display material in a responsible position iii) Ability to develop IEC packages/strategies iv) Knowledge of AV media and proficiency in handling the same v) Knowledge of modern training techniques vi) working knowledge of local language vi) Working knowledge of computer vii) State Level experience in Govt./ Semi Govt./other reputed organization of planning & implementing IEC plan & strategies viii) Experience in liaison with other Government & Private sector for HIV/AIDS Control Programme ix) Good Knowledge of HIV/AIDS & related issues in the State Age limit:-25-45 years

6.	Dy. Director (TI) Rs. 20000-30000 PM	1	1. Post Graduate in Social Work / Sociology / Psychology / Anthropology / Public Administration. 2. A person should not be an office bearer of any organization having partnership with SACS 3. A development professional with minimum 8 yrs of exp in the field of Health, poverty alleviation, gender sector. 4. Administrative experience in planning and coordination of NGO activities. 5. State Level experience in Govt./ Semi Govt./ other reputed organization of planning & implementing NGOs project on HIV/AIDS control for High Risk Group. 6. Good knowledge of HIV/AIDS & related issue especially in context of the HP. 7. Experience in imparting trainings to NGOs staff on HIV/AIDS & evaluation of NGOs Projects. 8. Excellent communication skills, both written and oral. 9. Working knowledge in local language & computer. Age limit:-25-45 years
7.	Asstt. Director (Doc. Publicity) Rs.15000-20000 PM	1	Essential: 1. Bachelor degree & PG diploma in mass communication/public relations from a recognized university/institute. 2. Min. 5 yrs exp in the field of developmental/health communication including Planning and implementation of IEC campaign and in developing social mobilization campaigns. B. Desirable: Preference would be given to candidates with experience in documentation of data on communication activities and with practical experience of handling work related to developmental communication in health or related sectors, preparation of Audio-Visual Aids and display material in a responsible position, ability to develop nation-wide IEC packages/strategy & liaise with Govt. & Pvt. Sectors; and i) Knowledge of AV media & proficiency in handling audio-visual aids for training purposes ii) knowledge of modern training techniques and iii) working knowledge of local language. Age limit:-25-45 years
8.	Divisional Assistant Rs. 10000-15000 PM	7	Graduate with computer literacy. Age limit:-21-45 years
9.	Procurement Asstt. Rs.10000- 15000PM	1	B.Com with 5 yrs experience. Computer literate. Age limit:-21-45 years

As per National AIDS Control Organization norms, the relaxation is for those employees who have put in at least three years service in the HPSACS on an equivalent post. The applications along-with Biodata, attested photocopies of testimonials & two recent attested passport size photographs should reach the HP State AIDS Control Society, City Cottage, Near CID Office, Kasumpti, Shimla-171009 latest by 5.00 PM on or before 29.2.2008. No TA/DA will be given to candidates for appearing in written test/interview. The selected candidates have to enter into an agreement as per NACO Rules. The undersigned reserve the right to cancel written test/interview for any or all advertised post(s) without assigning any reason.

Details comprising summary of Job, Educational Qualification, Experience, Key functions & duties, consolidated salary structure can be downloaded from www.hphealth.nic.in

Project Director

PUBLIC APPOINTMENTS

Sl. No.	Post Details	Key Functions & Duties as per NACO Guidelines
1.	Consultant (Care Support & Treatment)	<ul style="list-style-type: none"> • Ensure implementation of the operational guidelines and treatment protocols in all Government and private facilities • Annual Plan for CST: Sites for New Centres & Preliminary Assessment, Physical targets and budgetary requirements • Release of funds and monitoring of expenditure to ART centers CCC (though implementation partners, wherever applicable). • Procurement and supply of drugs required for management of OIs. • Monitoring supply and consumption of ARV drugs, CD4 machines, CD4 kits, PEP etc. for NACO and regular reporting to NACO. • Appointment of Staff in new centers • Organizing training of personnel of ART Centres and CCCs and all Hospital staff involved in patients care to reduce stigma & discrimination. • Monitoring of ART Centres, Link ART Centers and CCCs (including periodic visits). • Monthly meetings of Nodal Officers of ART Centres. • Quarterly meeting of doctors of ART Centres to review qualitative aspects of programme. • Review of Regional Coordinators.
2.	Consultant (Voluntary Blood Donation)	<ul style="list-style-type: none"> • Implementation of operational guidelines on voluntary blood donation programme of NACO in their states.. • Conducting awareness programmes and workshops on voluntary blood donation with active coordination with State Chapter of IRCS, Red Ribbon Clubs, Voluntary Organizations, NGOs /CBOs. • To develop strategies for promotion of voluntary blood donation. • To liaise with District Collectors for fixing a date in each district for organizing camps. • To liaise with the Medical Officers of NACO supported Blood Banks in the state for holding camps. • To assist SACS for development of voluntary donation programme in their own states. • To monitor the financial expenditure for organizing the camps. • To submit report upon completion of assignment. • Any other work as assigned by Dy. Director (B/S)
3.	Consultant (Youth Affairs)	<ul style="list-style-type: none"> • Create a youth profile in the context of HIV, keeping in mind their vulnerability factors. • Design intervention for creating awareness for behaviour change and enhancing access to services. • Implement specific district-based programmes for vulnerable youth at community level • Mobilize support for multiple stakeholders like key Government Ministers/Departments, Corporate Sector and Civil Society organizations and establish system that will sustain initiatives being undertaken. • Coordinate youth programmes being implemented by donors other Government Departments etc. • Monitor programme activities and achieve indicators laid down. • Provide technical inputs in preparation of the HIV related EIC for the Youth. • Facilitate the formation of Red ribbon clubs in the State. • Undertake field trips at district/village level to monitor the implementation and identify the gaps/needs. • Provide support National initiatives on Youth. • Facilitate in the implementation of link workers Scheme in the districts. • Coordinate with various state Youth agencies (Government and Non-government) to conduct HIV awareness among the youth.

4.	Consultant (Civil Society Main-Streaming)	<ul style="list-style-type: none"> • Coordinate with key Government Ministers/Departments, Corporate Sector and Civil society Organizations for mainstreaming HIV/AIDS into their policies and programmes. • Provide Technical support to the mainstreaming partners in preparing and facilitating implementation of their annual action plans by mainstreaming HIV/AIDS. • Provide technical inputs in preparation of the HIV related IEC for the Civil Society and Mainstreaming. • Provide support to national initiatives on civil society and mainstreaming. • Undertakes field trips at district/village level to monitor the implementation and identify the gaps/needs.
5.	Dy. Director (IEC)	<ul style="list-style-type: none"> • Assist in preparation of Annual Action Plan as per IEC strategy under NACP-III and ensure its implementation. • Assist in organizing development of IEC material, its dissemination and availability of different service points. • Liaison with NRHM for possible convergence in dissemination of messages. • Sensitize and engage media and health journalists on issues pertaining to HIV/AIDS. • Assist in advocacy of different stakeholders such as political leaders, Panchyats and other key influencers. • Undertake Supervisory fields visits to monitor and evaluate IEC programmes. • Ensure production and dissemination of SACS Newsletter. • Any other activity related to IEC as assigned from time to time.
6.	Dy. Director (TI)	<ul style="list-style-type: none"> • Promote the involvement of NGOs/CBOs in targeted intervention/HIV/AIDS intervention programme. • Plan and ensure the saturation of coverage of 'core target and Bridge population' through scaling up of TIs • Conduct regular field visits to monitor the progress of the TI projects and facilitate the technical inputs to the NGO/CBO partners from time to time. • Identify the training needs of each TI and facilitate programme in collaboration with TSU. • Maintain regular liaison with all stakeholders (government, civil society/NGOS and donors). • Monitor progress of TIs as per financial and physical indicators. • Conduct quarterly meeting with the TI NGOs at State or Regional level. • Periodic appraisal of the progress and reporting in the form of monthly reports. • In consultation with M&EO, maintain update and retrieve database of information generated from implementing partners. • Ensure the performance of appraisal of TI project staff through implementing NGOs along with annual review process.
7.	Asstt. Director Doc. publicity	<ul style="list-style-type: none"> • Documentation of all types of activities of Society • Reporting of IEC activities • Designing of advertisements • Developing publicity material (Printing & Audio/ Visual) • Assisting in all types of IEC work • Assist in condom Promotion • Issuing of press releases • Handling media reports • Preparing newsletter and other publication material • Any other activity related to IEC as assigned from time to time.
8.	Divisional Assistants	<ul style="list-style-type: none"> • Help Divisional officers in the file maintenance, initiate correspondence and all other work entrusted from time to time.
9.	Procurement Asstt.	<ul style="list-style-type: none"> • Help AD (Proc) in contract process, file maintenance, initiate correspondence and all other work entrusted from time to time.

Project Director