

## Ministry of Labour & Employment

The Ministry of Labour & Employment (MOLE) is recipient of grant from the Global Fund on Aids, Tuberculosis and Malaria (GFATM) under Round 9 for implementing HIV/AIDS prevention and care services for informal/migrant workers in selected states/sectors. The project duration is for 5 years. Initial approval has been received for implementing first phase (years 1-2). The estimated start date is 1<sup>st</sup> October, 2010. The details of the project are available at Annexure I.

MOLE wishes to recruit the project staff as indicated below:-  
National Program Management Unit (PMU)

Job title	No. of posts
National Programme Coordinator	1
Program Officer	1
Finance and Administration Officer	1
Monitoring and Evaluation (M&E) Officer	1
Program Assistant	1
M&E Assistant	1

**State Program Management Unit (SPMU) \***

<b>Job title</b>	<b>No. of posts</b>
Program Coordinator	1
Technical Specialist,	1
Accounts Assistant	1
Regional Technical Supervisors (Field based)	3

\*There will be 5 SPMUs each in the States of Andhra Pradesh, Gujarat, Karnataka, Maharashtra and Tamil Nadu.

The Terms of Reference of NPMU/SPMU as well as job description of staff may be seen at Annexures II and II.

## Proposal of MOLE to GFATM Round 9

### Prevention and care services on HIV/AIDS to informal workers in key sectors

#### PROPOSAL IN BRIEF

- The objective of the proposal is to provide prevention and care services to the informal/migrant workers in selected sectors – **manufacturing, mining, construction and textiles** in the high prevalence states of **Andhra Pradesh, Karnataka, Maharashtra and Tamil Nadu and the industrial state of Gujarat** which is the destination point for a large number of workers. The main components of the proposal are
  - (i) Prevention and care services
  - (ii) Mainstreaming HIV/AIDS in workplace policies and programs
  - (iii) Capacity building of implementing agencies
  - (iv) Research on informal labour and HIV transmission
- The project will **cover about 3.5 million workers** through **250 interventions by MOLE Institutions/Trade Unions/NGOs** fully funded by the project, **50 interventions by corporates amongst their contractual and supply chain workers** where half the expenditure will be borne by them. Besides this **12 companies will also undertake 130 workplace programmes on HIV/AIDS** entirely from their own funds where only technical assistance cost will be met from the project. There will be **9 interventions amongst beneficiaries of Labour Welfare Fund** through VVGNLI/DGLW Hospitals/Dispensaries.
- The interventions will comprise of Behaviour Change Communication, Condom distribution and referrals to STI/TB/ART services.
- MOLE is the PR and there are **3 SRs – VV Giri National Labour Institute (VVGNLI), Central Board for Workers Education (CBWE)** and **ILO-SRO, New Delhi** who are also the technical partner.
- There will be a National **Program Management Unit (PMU)** to oversee the implementation of the project. The NPMU will comprise of a National Programme Coordinator, one Program Officer, one Finance and Administration Officer, one Monitoring and Evaluation (M&E) Officer supported by one Program Assistant and one M&E Assistant. There will

be **5 State Program Management Units (SPMUs)** located in each of the implementing States. Each SPMU will have one Program Coordinator, one Technical Specialist, one Accounts Assistant and 3 Regional Technical Supervisors who will be field based functionaries.

- The Project also proposes to mainstream HIV/AIDS in the activities of the Ministry through **integration of HIV/AIDS in the curriculum of ITIs and sensitisation of Labour Welfare Fund Hospital, doctors/nurses and NCLP Project Directors** which will be undertaken **by VVGNLI**.
- The **CBWE will train the trade unions/NGOs** who will undertake the interventions. CBWE will also set up 25 Resource Centres (5 in each of the selected States) in their Zonal Offices. These Resource Centres will look after coordination aspects, dissemination of information, publicity material etc.

**TERMS OF REFERENCE: NATIONAL PROGRAM MANAGEMENT UNIT (NPMU)**

---

**Responsibilities**

The NPMU is responsible for overall planning and monitoring of Global Fund grant implementation, overseeing the functioning of SPMUs and SRs, and for the Secretariat functions to the National Steering Committee.

**Key tasks**

The PMU's key tasks would include but not be limited to the following:

*Planning and monitoring*

Consolidate work-plan and budget from SPMUs, SRs and develop 5 year and annual program implementation plans, with a break up of quarterly and monthly targets for the planned activities. Outline activities and targets for the SPMUs and SRs.

Disseminate specific activities and targets to the SPMUs and SRs. Provide clarifications/ answer any queries with respect to these.

Against the work-plan prepare financial budget and allocate resources to the SPMUs, SRs. Obtain approval on the budget from the NSC on the financial allocations.

Follow up, provide necessary assistance to SPMUs to ensure that they prepare further detailed plan for NGOs, Trade Unions, private sector partners for implementation of various interventions by these. Appraise and approve the work-plans prepared by the SPMUs.

Follow up to ensure that SPMUs and SRs submit monitoring reports in accordance with the reporting frequency. Review, analyse these reports, visit NGOs, TUs, private sector implementing partners if necessary, participate in review meetings and recommend corrective action. Prepare consolidated monthly/quarterly progress reports highlighting achievements (physical/ financial) against the plan, reasons for delay/ adverse variance, corrective action to be taken, etc. Follow up to ensure that agreed corrective action is implemented.

Closely monitor progress vis-à-vis commitment in the log frame/ agreement with Global Fund. Report progress to NSC.

Carry out independent impact assessment studies (base-line, periodic) through technical assistance; analyse results and provide feed back to SPMU, SRs.

*Financial management*

Ensure that funds are released to SPMUs, SRs on time/in accordance with the agreed work-plan and budget.

Monitor expenditure against budget. Follow up to ensure that SPMUs and SRs report back on statement of expenditure/ submission of utilization certificates. Closely monitor to ensure that the amounts are reimbursed on a priority basis.

*Financial accounting*

Develop a training package and train the Finance and accounting staff of the SPMUs and SRs in accounting procedures, funds flow arrangements and financial reporting requirements.

Maintain necessary books of accounts and ensure that accounting procedures are followed at all levels. Supervise the accounting procedures of SRs and SPMUs.

Identify suitable auditing firm(s) to carry out audits for NPMU, SPMUs, SRs and field level implementing agencies.

*Secretariat/ Administrative*

Secretarial support to NSC including arrangements for meetings, compilation of reports/ background papers, preparation of minutes, follow up to ensure implementation etc.

Facilitate adherence to all statutory requirements in line with the Global Fund requirements.

Oversee functional and HR related aspects of SPMUs and provide necessary assistance as and when required. Ensure periodic meetings of SPMUs including for monitoring purposes and dissemination of experiences.

Manage contracts with the SRs. Provide support to the SPMUs in formulating and managing the contracts with implementing agencies.

## Terms of reference of all NPMU staff (6)

---

### JOB DESCRIPTION 1.1

---

<b>Job Title:</b>	<b>National Program Coordinator (NPC)</b>
<b>Overall purpose of the position:</b>	Responsible for overall successful execution of the project in compliance with the statutory obligations of the Global Fund.
<b>Accountability:</b>	The incumbent will report to the National Steering Committee through the Joint Secretary.
<b>Key tasks:</b>	<ul style="list-style-type: none"><li>• Facilitate/ assist in preparation of an action plan, monitoring plan and budget for the program for 5 years.</li><li>• At the start of the annual planning cycle, prepare annual work plan and detailed budgets with milestones for implementation of the program. Obtain necessary approvals from NSC and communicate the plan to SPMUs and SRs.</li><li>• Follow up, provide necessary assistance to ensure that the SPMUs and SRs prepare a detailed activity plan and budget in accordance with the overall action plan. Appraise these plans with the concerned PMU staff and recommend for approval.</li><li>• Review, analyse the consolidated program and financial reports, identify key issues in implementation and present these to the NSC for their review.</li><li>• Coordinate the functioning the SRs and SPMUs.</li><li>• Conduct field visits, as and when required.</li><li>• Follow up to ensure that agreed corrective action is implemented.</li><li>• Facilitate conduct of independent impact assessment studies (base-line, periodic) through technical assistance; analyse results and provide feed-back.</li><li>• Manage the functioning of the PMU including recruitment of staff.</li><li>• Provide secretariat support to National Steering Committee including arrangements for meetings, compilation of reports/ background papers, preparation of minutes, maintenance of records, follow up to ensure implementation etc.</li><li>• Facilitate adherence to all statutory requirements in line with the Global Fund norms and agreement.</li><li>• Ensure periodic meetings of SR and SPMU staff for</li></ul>

monitoring, sharing of experiences, planning etc.

**Profile and key skills:** The incumbent should have post graduate degree in management or social sciences, with at least 8 years of progressive experience in implementing and managing programs at regional/ national levels. S/he should have ability to manage large external funded programs and relevant health/ social sector experience.

Key skills required are:

- Excellent planning and managerial skills
  - Report writing and documentation skills
  - Understanding of Government processes and external grant management processes
  - Mentoring and coaching skills
  - Previous experience of working on HIV /AIDS and GFATM programmes is desirable.
  - Computer literacy and proficiency in English essential.
-

---

## JOB DESCRIPTION 1.2

---

**Job Title:** **Program Officer (PO)**

**Overall purpose of the position:** Responsible for collation of program implementation plans from SRs and SPMUs and development of national level plan; identification of technical service providers, assessing the training needs of various program staff and implementing agencies including NGOs; developing training plans and supervising implementation of the training plan.

**Accountability:** The incumbent will report to the National Program Coordinator.

**Key tasks:**

- Develop planning manual and monitoring manual for the program in consultation with the M&E officer and Finance and Administration officer; and share these with SPMUs and SRs.
- Collect 5 year and annual plans from the SRs and SPMUs, appraise these subsequently develop national program implementation plan. Get this approved and vetted by the NSC.
- Develop broad work-plan and targets for SMPUs and SRs, and share with them.
- Review the program reports and identify areas for improvement in the program. Develop strategy for addressing the problems and oversee its implementation.
- Develop necessary guidelines for quality assurance in various program activities and oversee its implementation.
- Support in developing standard terms of reference and oversee recruitment of implementing NGOs in the states.
- Coordinate mapping and other technical studies in the states.
- Provide program implementation guidelines to the SPMUs and SRs.
- Develop a training strategy based on the training areas in the national plan
- Organise training needs assessment of the project staff including implementing partners
- Develop a detail training calendar for various trainings under the program and monitor against this

**Profile and key skills:**

- Coordinate with SRs to oversee the implementation of training activities across the project states.

The incumbent should have post graduate degree in community medicine/ social work, with at least 8 years of progressive experience in managing large health programs.

Key skills required are:

- Technical knowledge on HIV/ AIDS
  - Excellent planning and managerial skills
  - Ability to supervise large training programs
  - Mentoring and coaching of program staff
-

---

## JOB DESCRIPTION 1.3

---

<b>Job Title:</b>	<b>Finance and Administration Officer (FAO)</b>
<b>Overall purpose of the position:</b>	The finance and administration officer will be responsible for management of grant funds including development of appropriate fund flow and accounting procedures and training of relevant staff, sourcing and disbursement, compliance with laid down procedures and conduct of audits on time. In addition the incumbent will be responsible for administrative functions including recruitment of program staff, contracting with implementing NGOs; and administration/ housekeeping functions at NSC and PMU.
<b>Accountability:</b>	The incumbent will report to the National Program Coordinator.
<b>Key tasks:</b>	<ul style="list-style-type: none"><li>• Develop financial management and fund flow systems and procedures for PMU and SPMU in accordance with the GOI, Global fund requirements.</li><li>• Develop standard accounting practices.</li><li>• Train relevant project staff in financial management and accounting procedures.</li><li>• Manage Global fund disbursements by:<ul style="list-style-type: none"><li>○ Overseeing disbursement of funds to implementing agencies</li><li>○ Ensuring that the accounting procedures laid down for the program are followed</li><li>○ Preparation of statement of expenditure and collection of utilisation certificates</li><li>○ Ensuring conduct of financial accounting/ management audits and compliance with findings</li></ul></li><li>• Timely disbursement of funds to the SMPUs and SRs</li><li>• Monitor expenditure against budget, collect UCs and consolidate financial reports.</li><li>• Supervise accounting by the SPMUs, SRs and implementing agencies.</li><li>• Timely conduct of financial management/accounting audits</li><li>• Develop standard forms of contracting the implementing agencies; oversee the contracting of implementing agencies.</li></ul>

**Profile and key skills:**

The incumbents should be a qualified CA/ MFC/ CFA/ ICWA/ MBA (Fin.)/ CS/ MCom, with at least 8 years of progressive experience in financial management in development/ private/ government sector. He/ she should have:

- Knowledge of financial management and control system in projects.
  - Experience of preparation of SOE/ UC. Experience in budgeting and costing.
  - Knowledge of financial MIS.
  - Appreciation of accounting norms for Global Fund projects.
  - Experience of supervising at least one managerial grade of employees
-

---

## JOB DESCRIPTION 1.4

---

**Job Title:** **M&E Officer (MEO)**

**Overall purpose of the position:** Monitoring and Evaluation Officer will be responsible for development of a comprehensive M&E plan, ensuring the M&E system for the program is set up, implemented and utilized by implementing agencies. The incumbent will be responsible for training the concerned staff at various levels including the field implementation agencies for using the M&E system.

**Accountability:** The incumbent will report to the NPC

**Key tasks:**

- Develop M&E Plan, Performance framework. Data collection and reporting tools.
- Implement the M&E Plan, track the progress of the M&E Plan and support all M&E activities.
- Follow up to ensure that SPMUs and SRs submit monthly/ quarterly reports in accordance with the agreed reporting system.
- Coordinate data collection and analysis of program statistics.
- Prepare consolidated monthly/quarterly progress reports highlighting achievements against the approved plan, reasons for delay/ adverse variance and present to NPC.
- Set up a Quality assurance system for ensuring accurate and timely data collection.
- Train the M&E team as also all other Service delivery field staff for ensuring documentation of data.
- Support design & implementation of baseline/midline/and other surveys according to the approved workplan,
- Carry out periodic visits to program locations for supporting and M&E activities.
- Produce a variety of written documents e.g. data summaries, workshop reports, etc.

**Profile and key skills:** The post holder must have a degree in a social science, development or health related subject, or equivalent standard of education, with at least 8 years of progressive experience. Should have proven abilities in the evaluation and / or operational research of programmes, to include the design and implementation of evaluation strategies and knowledge of health programs.

**Key Skills:**

---

- Excellent interpersonal and communication skills required to train / coach staff and give occasional presentations.
  - Excellent written communication skills.
  - Strong analytical skills including analysis of both quantitative and qualitative data.
  - Excellent organisational and time management skills required to meet deadlines.
  - Ability to work independently and as part of a team.
  - Excellent Information Technology skills.
  - Fluent English essential. One other language desirable – Hindi.
-

---

JOB DESCRIPTION 1.5

---

<b>Job Title:</b>	<b>Accounts and Administration Assistant (AAA)</b>
<b>Overall purpose of the position:</b>	The AAA will be responsible for maintaining all books of accounts of the PMU, oversight over the books of accounts maintained by the SPMUs, and adherence to the provisions of the finance and accounting procedures; and support to FAO in administrative functions. In addition the incumbent will support PC in dissemination of guidelines and coordination of trainings.
<b>Accountability:</b>	The incumbent will report to the FAO
<b>Key tasks:</b>	<ul style="list-style-type: none"><li>• Maintenance of books of accounts of the PMU, and monthly and annual closure of books of accounts.</li><li>• Disbursement of funds to SRs and SPMUs as per the budget and fund flow arrangements.</li><li>• Collection of UCs from SPMUs, SRs.</li><li>• Facilitate audit of the PMU</li><li>• Oversee management of contracts by the SPMUs</li><li>• All bank related activities</li><li>• Support to FAO for administrative functions</li><li>• Support to PO in developing workplan and targets, guidelines, etc. and communication with SPMUs and SRs.</li><li>• Assist in coordinating the trainings in line with the training plan.</li></ul>
<b>Profile and key skills:</b>	The incumbent should be Inter CA/ inter ICWA/ inter CA/ MCom./ BCom./ and other relevant qualification; and having at least 5 years experience of accounts functions in development/ private/ government sector. He/she should have: <ul style="list-style-type: none"><li>• Knowledge of preparation of SOE/UC.</li><li>• Experience in funds disbursement, maintainance of financial MIS, arranging audits.</li><li>• Knowledge of taxation laws/ banking procedures, Gol and World Bank accounting norms.</li><li>• Working knowledge of MS office/ excel/ power point, and accounting softwares (Tally, etc.)</li></ul>

---

---

## JOB DESCRIPTION 1.6

---

**Job Title:** M&E Assistant (MEA)

**Overall purpose of the position:** Job Purpose will be to ensure that the monitoring reports are collected from the SPMUs and SRs as per the reporting plan, data entry and analysis of these reports and preparation of the consolidated report for PMU.

**Accountability:** The incumbent will report to the MEO

**Key tasks:**

- Implementation of the M&E plan and performance framework.
- Data collection in the reporting tools.
- To coordinate data collection and analysis of program statistics and carry out analysis and prepare Reports including Progress Reports.
- Follow up with the SPMUs and SRs for timely data collection
- Support for training of M&E team as also all other Service delivery field staff for ensuring documentation of data.
- To support design & implementation of baseline/midline/and other surveys according to the approved workplan,
- Carry out periodic visits to program locations for supporting and M&E activities.
- To produce a variety of written documents e.g. data summaries, workshop reports, etc.

**Profile and key skills:**

- The post holder must have a degree in a social science, development or health related subject, or equivalent standard of education, with at least 5 years experience in similar nature. Should have proven abilities in the evaluation and / or operational research of programmes, to include the design and implementation of evaluation strategies and knowledge of health programs

Key Skills:

- Excellent written communication skills.
  - Strong analytical skills including analysis of both quantitative and qualitative data.
  - Ability to work independently and as part of a team.
  - Excellent Information Technology skills.
  - Fluent English essential. One other language desirable – Hindi.
-

## TERMS OF REFERENCE: STATE PROGRAM MANAGEMENT UNIT (SPMU)

---

### **Responsibilities**

The SPMU is responsible for developing state level program implementation plans, overseeing implementation through field implementing agencies (NGOs, Trade Unions), identifying areas for supporting the field implementing agencies and timely reporting of program and financial progress to the NPMU.

### **Key tasks**

The SPMU's key tasks would include but not be limited to the following:

#### *Planning and monitoring*

Oversee mapping and identification of project sites in the beginning of the project.

Prepare state level activity wise work-plan for the year, with a break up of monthly schedule and targets for the planned activities.

Segregate the activities and targets for the field implementing agencies and share these with the concerned agencies.

Follow up, provide necessary assistance to implementing agencies for ensuring that they prepare their work plans and reporting systems for implementation of various interventions by these. Appraise and approve the work-plans prepared by these implementing agencies.

Follow up to ensure that Field implementing agencies submit monitoring reports in accordance with the reporting frequency. Review these reports; visit NGOs, TUs for supportive supervision.

Participate in review meetings and recommend corrective action. Prepare consolidated monthly/quarterly progress reports highlighting achievements (physical/ financial) against the plan, reasons for delay/ adverse variance, corrective action to be taken, etc. Follow up to ensure that agreed corrective action is implemented.

Closely monitor progress vis-à-vis agreed state action plan. Report on progress to NPMU.

Provide required support for independent impact assessment studies (base-line, periodic) through technical assistance.

#### *Financial management*

Ensure that funds are released to field implementing agencies on time/in accordance with the adopted work-plan and budget.

Follow up to ensure that field implementing agencies report back on statement of expenditure/ submission of utilization certificates. Closely monitor to ensure that the amounts are reimbursed on a priority basis.

*Financial accounting*

Provide support for development of training package and train the Finance and Accounting staff of the field implementing agencies in accounting procedures, funds flow arrangements and financial reporting requirements.

Maintain necessary books of accounts and ensure that accounting procedures are followed at all levels. Supervise the accounting practices of the implementing partners.

*Secretariat/ Administrative*

Ensure adherence to all statutory requirements in line with the GOI and Global Fund requirements.

Participate in review meetings and respond to queries from NSC and NPMU.

Support the NPMU for identification and contracting of NGOS AND Trade Unions (TUs) as implementing partners. Formulate and manage contracts on behalf of the NPMU with the implementing agencies in the state.

## Terms of reference for all SMPU staff

---

### JOB DESCRIPTION 2.1

---

<b>Job Title:</b>	<b>State Program Coordinator (SPC)</b>
<b>Overall purpose of the position:</b>	Responsible for overall successful execution of the project within the state in compliance with the statutory obligations of the Global Fund.
<b>Accountability:</b>	The incumbent will report to the National Program Coordinator (NPC)
<b>Key tasks:</b>	<ul style="list-style-type: none"><li>• Preparation of a state level program implementation plan, monitoring plan and budget for the program for 5 years.</li><li>• At the start of the annual planning cycle, prepare annual work plan and detailed budgets with milestones for implementation of the program.</li><li>• Obtain necessary approvals from the NPMU and communicate to the intervention partners.</li><li>• Follow up, provide necessary assistance to ensure that the intervention partners prepare their activity plans and budget in accordance with the state level plan. Undertake appraisal of the respective plans and recommend approval after changes, if required.</li><li>• Follow up to ensure that intervention partners submit monthly/ quarterly reports in accordance with the agreed reporting system.</li><li>• Prepare consolidated monthly/quarterly progress reports highlighting achievements (physical/ financial) against the approved plan, reasons for delay/ adverse variance, corrective action to be taken, etc.</li><li>• Review performance and release funds to intervention partners based on funds flow arrangement for the program</li><li>• Co-ordinate the selection process and contract intervention partners.</li><li>• Facilitate mapping and other technical studies in the state</li><li>• Facilitate conduct of independent impact assessment studies (base-line, periodic); analyse results and provide feed-back.</li><li>• Facilitate adherence to all statutory requirements in line with the Global Fund norms and agreement.</li><li>• Attend periodic meetings of the NSC and respond to queries related to the state.</li><li>• Organise periodic meetings of intervention partners for</li></ul>

monitoring, sharing experiences, planning etc.

- Develop and implement a system for co-ordination with SACS and other key stakeholders in the state.

**Profile and key skills:**

The incumbent should have post graduate degree in management or social sciences, with at least 8 years of progressive experience in implementing and managing programs at national/regional/ state levels. S/he should have ability to manage large externally funded programs and relevant health sector experience.

Key skills required are:

- Excellent planning and managerial skills
  - Report writing and documentation skills
  - Understanding of Government processes and external grant management processes
  - Mentoring and coaching skills
  - Prior experience of working on HIV/AIDS and/or informal sector workers issues is highly desirable.
  - Prior experience of working on GFATM project is desirable.
  - Proficiency in English and computer literacy is essential.
  - Knowledge of local language is desirable.
-

---

## JOB DESCRIPTION 2.2

---

<b>Job Title:</b>	<b>Accounts Assistant (AA)</b>
<b>Overall purpose of the position:</b>	Responsible for maintaining all books of accounts of the SPMU and providing oversight to the books of accounts maintained by the intervention partners.
<b>Accountability:</b>	The incumbent will report to the SPC.
<b>Key tasks:</b>	<ul style="list-style-type: none"><li>• Ensure that funds are released to intervention partners on time/in accordance with the agreed work plan and budget</li><li>• Follow up to ensure that intervention partners report back on statement of expenditure/ submission of utilization certificates in accordance project's requirements.</li><li>• Prepare consolidated expenditure statements and UCs for submission to NPMU.</li><li>• Follow up to ensure release of funds from NPMU to SPMU.</li><li>• Assist NPMU in conducting accounts training for intervention partners.</li><li>• Maintain necessary books of accounts and ensure that the books are maintained as per agreed accounting procedures by the SPMU and the intervention partners.</li><li>• Facilitate audit of books of account.</li><li>• Perform all bank related activities</li><li>• Manage the contracts with intervention partners.</li></ul>
<b>Profile and key skills:</b>	<p>The incumbent should be a qualified Inter CA/ inter ICWA/ BCom. and should have at least 5 years experience of accounting in a development/ private/ government sector. In addition s/he should have:</p> <ul style="list-style-type: none"><li>• Experience in preparing SOE/UC.</li><li>• Experience in financial MIS and preparation of financial reports.</li><li>• Knowledge of taxation laws/ banking procedures, Gol and Global Fund accounting norms.</li><li>• Proficiency in use of MS office package and accounting softwares (Tally, etc.)</li><li>• Working knowledge of English is required.</li><li>• Previous experience of working in a GFATM project is desirable.</li></ul>

---

---

## JOB DESCRIPTION 2.3

---

**Job Title:** **Technical Specialist (TS)**

**Overall purpose of the position:** The Technical Specialist will be responsible for the technical implementation of the project.

**Accountability:** The incumbent will report to the SPC

**Key tasks:**

- Support the SPC in the selection and contracting of intervention partners.
- Maintain a state level data base of intervention partners and update this on periodic basis or as and when required
- Review monthly progress reports of intervention partners and provide feedback.
- Prepare quarterly consolidated state progress reports.
- Identify gaps in program implementation and recommend suitable actions.
- Coordinate trainings at state level.
- Provide oversight and coordinate the functioning of the Regional Technical Supervisors in the state.
- Undertake field visits for monitoring and supervision purposes.
- Coordinate field travel of staff from NPMU and SPMU to the implementation sites.
- Provide required assistance to the SPC in programme management.

**Profile and key skills:** The incumbent should have post graduate degree in management, social sciences or other relevant field, with at least 5 years of progressive experience at supervisory level in donor funded development programs. S/he should have experience of working in the health sector at national/ regional/ state levels.

Key skills required are:

- Excellent planning and monitoring skills
  - Proven written and verbal communication skills.
  - Previous experience in team management, coaching and mentoring.
  - Understanding of Global Fund grant management
-

processes.

- Previous experience of working/ collaborating with Civil society organisations.
  - Knowledge of English and local language is essential.
  - Computer literacy is essential.
  - Prior experience of working in the state is desirable
-

---

## JOB DESCRIPTION 2.4

---

<b>Job Title:</b>	<b>Regional Technical Supervisors (RTS)</b>
<b>Overall purpose of the position:</b>	The incumbent will be responsible for supportive supervision of intervention partners in the field.
<b>Accountability:</b>	The incumbent will report to the Technical Specialist.
<b>Key tasks:</b>	<ul style="list-style-type: none"><li>• Undertake periodic field visits for monitoring of program implementation.</li><li>• Assess the quality of implementation by interacting with project beneficiaries and assessing their level of satisfaction with the program.</li><li>• Provide feed-back to intervention partners and suggest key areas for improvement in program implementation. Follow up to ensure that necessary action is taken.</li><li>• Assist intervention partners with self assessment and provide continuous handholding support for corrective actions.</li><li>• Ensure that intervention partners adhere to the project's requirement for planning, budgeting, accounting and reporting.</li><li>• Ensure timely submission of all required documents including program and financial reports to the SPMU by the intervention partners.</li><li>• Provide regular updates to the Technical Specialist.</li></ul> <p>The position requires extensive travel.</p>
<b>Profile and key skills:</b>	<p>The incumbent should have minimum Bachelor's degree in social work or other social sciences, with at least 5 years of progressive experience in an implementation and/or supervisory role in health related projects.</p> <p>Key skills required are:</p> <ul style="list-style-type: none"><li>• Experience in providing technical assistance to Civil Society Organisations involved in health and/or HIV/AIDS programmes.</li><li>• Previous experience of working within the state is desirable.</li><li>• Excellent inter-personal communication and negotiation skills.</li></ul>

---

- Knowledge of HIV/AIDS.
  - Ability to undertake extensive travel.
  - Prior experience of working on GFATM projects is desirable.
  - Proficiency in local language.
-