

WALK-IN-INTERVIEW

Central TB Division, Directorate General of Health Services, Ministry of Health & Family Welfare, Government of India, Nirman Bhawan, New Delhi intends to engage Five Consultants on contract basis initially for a period of One Year (extendable) under the Revised National TB Control Programme (RNTCP) in the Central TB Division, Nirman Bhawan, New Delhi through Walk-In-Interview to be held on **14th December, 2017 at 10.30 a.m. in Room No. 532, 'C' Wing Nirman Bhawan, New Delhi.** Terms of Reference (TORs) and other job details are available on the Department website www.tbcindia.nic.in. Interested candidates may walk in not later than 11.00 a.m. along with bio-data and photo copies of the testimonials and original certificates for verification and NOC from employer, if employed. No TA/DA will be paid for the interview. It is reiterated that these are contractual positions only and no other benefits except monthly consolidated remuneration is admissible. The Govt. shall not be liable for any regularization of the contractual services.

**Additional Deputy Director General (TB)
Central TB Division**

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Engagement on Five positions on contractual basis for the National Programme Management Unit (NPMU) supported by GFATM Grant (Sl. No. 1 to 3) and under DBS (Sl. No. 4 & 5) for Revised National TB Control Programme (RNTCP) in the Central TB Division, as detailed below:-

Sl. No.	Position	No. of Position	Maximum Age Limit	Remuneration per month
1	Manager (Grant)	1	63	1,31,250
2	Manager (M&E)	1	63	1,10,000
3	Manager (Finance)	1	62	88,000
4	Consultant (Procurement)	1	62	65,000
5	Technical Consultant – (TB-Comorbidities)	1	65	65,000

The Terms of Reference (TORs) for the above mentioned Five positions with maximum age limit/Remuneration are as below:-

1. GRANTS MANAGER

Purpose:

To implement the SSF TB grant by giving technical inputs for implementation and monitoring of the program. Monitoring and supervision of the sub recipients and liaison with Global Fund and Local Fund agent of GF.

Responsibilities: Working in close collaboration with CTD officials, staff and other consultants:

- i) Providing overall leadership and technical assistance for all aspects related to CTD's sub-awards
- ii) Overall responsible for the effective implementation of CTD's Grant Management System (GMS); planning the granting activities and ensuring that no funding or implementation gaps occur; ensuring timely financial reviews take place, and coordinating work plans for undertaking monitoring and support of ongoing projects.
- iii) Assisting in proper negotiation of the terms and conditions for sub-grants; its renewals, amendments, requests for funding and closeouts are completed in accordance with contractual obligations and MoHFW regulations.
- iv) Creating and operating a technical evaluation committee to review grant proposals.
- v) Maintaining clear understanding of pertinent donor and local legislation regulations, and taking lead in the programmatic, financial and other part of various reporting required by GFATM.
- vi) Reviewing and analysing budget estimates consistent with various grants and program requirements.
- vii) To assist in the implementation on the components described in the project, to review its status from time to time. To coordinate with states SR, civil society SR and UN SR to ensure quality implementation of the program.
- viii) To develop formats, log frame, matrix for monitoring and evaluation of program implementation in collaboration with RNTCP team. To develop refine indicators of the program.
- ix) To assist in the development of methodology for mid-term evaluation and to ensure they are undertaken.
- x) Assist staff and implementing partners in preparing their progress reports and analyse these reports in terms of problems and action needed.
- xi) To consolidate and analyse reports/ data received from various states /partners.
- xii) Coordinate with other TB PR in country.
- xiii) To Coordinate with India CCM for addressing the GFATM and CCM concerns related to TB.
- xiv) Any other work assigned by ADDG TB.

Qualification and Experience:

Post graduate qualification in Preventive Social Medicine/Community Medicine/ Community Health Administration/MPH/Microbiology/General Medicine/ Hospital Management/MBA from a recognized institution with 5 years of experience after getting PG and 1 year experience at national level of working in a public health programme.

However, the essential qualification may be relaxed in cases of experienced candidates or if there are no candidates available with the prescribed qualification.

Skills:

1. Experience of working with donors (GFATM, USAID, BMGF, EC, UNDP, etc.)
2. Knowledge and understanding of partnerships, principles of NGO support and/or donor environment, donor relations/negotiations and reporting
3. Experience of providing technical support to, and capacity building of, organizations in compliance related matters
4. Experience of project proposal development and budget preparation
5. Knowledge in accounting
6. Extensive experience of managing multi-disciplinary staff and financial resources
7. Very strong analytical skills, and the ability to synthesis complex concepts and to communicate them effectively
8. Ability to work effectively in teams as well as independently
9. Excellent writing and verbal communication skills
10. Ability and willingness to undertake extensive travel, primarily within India
11. Fluent in English and Hindi.

Nature of appointment

The appointment of the Grant Manager will be on contract basis initially for a period of one year (subject to satisfactory performance) and extendable further on basis of performance every year depending on availability of Global Fund Grant funds.

Reporting

The overall In charge of Grants Manager would be the ADDG-TB.

Age

Upto 63 years and ready to travel extensively

Remuneration

Rs. 131250/- per month.

Travel:

TA/DA as per Govt rules (as per of the counterparts at office of Directorate of Central TB Division).

Leave:

Leave as per Govt rules (as per of the counterparts at office of Directorate of Central TB Division).

Recession

Either party can terminate the contract at any time giving one month notice in writing.

Deliverables

The Grant Manager will be required to submit a Monthly & Annual Report to ADDG TB. Evaluation of performance will be done based on these activity reports.

2. MANAGER (MONITORING AND EVALUATION)

Purpose

To strengthen the SSF TB grant to CTD through monitoring and evaluation, surveillance and information management for control of TB/DRTB for decision-making at all levels of the Programme.

Responsibilities

Working in close collaboration with CTD and MoHFW officials and other Consultants: i. To assist in all technical components of programme formulation and implementation especially for newer components – DR TB, PPM, Lab Services.

ii. To develop comprehensive plan for monitoring & evaluation in project states and states of SR to ensure that an effective and participatory M&E system is established in as decentralized manner.

iii. To develop and test instruments for supportive supervision to support monitoring.

iv. To assist in the implementation of the new HMIS(NIKSHAY), to review its status from time to time. To coordinate with consultant at state and district level to ensure quality implementation of programme.

v. To develop formats, log frame, matrix for monitoring and evaluating the program implementation in collaboration with CTD officials and concerned consultants for developing or refining indicators for the programme.

vi. To assist in the development of methodology for mid-term evaluation and to ensure they are undertaken.

vii. To evaluate results of specific reports on PERF and integrate these into planning and project implementation.

viii. To keep liaison with the IMA, FIND, CBCI, WHO, States SR on implementation of strategies on surveillance, monitoring & evaluation.

ix. To map the needs of the partners and developing a training curriculum on Monitoring & Evaluation for sub recipients under Global Fund and other donors ix. To consolidate and analyses reports/data received from the SRs on monthly/ quarterly /annual basis.

xi. Contribute in training/capacity building of the Project personnel at national and state level as and when required.

xii. Any other assignment to be given by the ADDG TB.

Qualification and Experience

Post graduate qualification in Preventive Social Medicine/Community Medicine/ Community Health Administration/MPH/Microbiology/General Medicine/ Hospital Management MBA from a recognized institution with 5 years of experience and 1 year experience at national level of working in a public health programme.

However, the essential qualification may be relaxed in cases of experienced candidates or if there are no candidates available with the prescribed qualification.

Skills

1. Knowledge and understanding of donor environment, donor relations and donor M&E and reporting systems
2. Experience of monitoring and evaluation strategies and systems development
3. Excellent analytical, writing and verbal communication skills
4. Experience of working with multiple stakeholders in civil society and the government at different levels

5. Experience of providing technical support to and capacity building of organizations in monitoring & evaluation, especially those working at the community or grassroots level
6. Ability to work effectively in teams as well as independently
7. Ability and willingness to undertake extensive travel, primarily within India
8. Fluent in English and Hindi.

Nature of appointment

The appointment of the Monitoring and Evaluation Manager will be on contract basis initially for a period of one year (subject to satisfactory performance) and extendable further on basis of performance every year depending on availability of Global Fund Grant funds.

Reporting

The overall In charge of Monitoring and Evaluation Manager would be the ADDG-TB.

Age

Upto 63 years and ready to travel extensively

Remuneration

Rs. 110000/- per month.

Travel

TA/DA as per Govt rules (as per of the counterparts at office of Directorate of Central TB Division).

Leave

Leave as per Govt rules (as per of the counterparts at office of Directorate of Central TB Division)

Recession

Either party can terminate the contract at any time giving one month notice in writing.

Deliverables

The Monitoring and Evaluation Manager will be required to submit a Monthly & Annual Report to ADDG TB. Evaluation of performance will be done based on these activity reports.

3. FINANCE MANAGER

Purpose

To maintain proper accounting including analysis, financial reporting, budgeting, and reporting systems as per programme requirement to strengthen the financial management arrangements within RNTCP control programme of CTD and to ensure adherence to the norms of GoI.

Responsibilities

- I. Maintain the accounting system for the Project, utilizing standard accounting procedures, which will ensure full documentation and recording of sources and uses of funds.
- ii. Prepare quarterly financial reports and quarterly Financial Management Report for the GFATM Project. Budgetary control and input into Project progress reports.
- iii. To render financial advice to the States on all financial matters.
- iv. Prepare quarterly status reports for Implementing Agencies/SRs.
- v. Prepare interim unaudited reports.
- vi. Review and verify accuracy of information on payment vouchers for signing of checks.
- vii. Verify and ensure the availability of funds before checks are written.
- viii. Prepare payment vouchers before cheques are written for all Projects.
- ix. Manage Project expenditures, ensuring full compliance with project rules and procedures (as per the Project Operational Manual, RNTCP/NRHM Project Guidelines] agreed between the GFATM and CTD.
- x. Assist in the Preparation of Budget estimates/allocation for Project activities.

- xi. Prepare monthly/quarterly/annual reports for donor Agencies.
- xii. Review, verify and certify monthly, quarterly, annual and special financial statements and reports, including expenditure reports and bank reconciliation statements.
- xiii. Assist in the preparation and updating of the Project Operational Manual.
- xiv. Attend Project review meetings with donor agencies and Implementing Partners/SRs.
- xv. Any other duties assigned by the ADDG TB.

Qualification and Experience

CA/ ICWA/ MBA (Finance) or equivalent And Minimum 5 years' experience preferable in Govt./Public sector in accounting, including analysis, financial reporting, budgeting and financial software and reporting systems.

However, the essential qualification may be relaxed in cases of experienced candidates or if there are no candidates available with the prescribe qualification.

Desirable

Prior experience as Asst. Manager / Manager finance at National level.

Nature of appointment

The appointment of the Consultant will be on contract basis initially for a period of one year (subject to satisfactory performance) and extendable further on basis of performance every year depending on availability of Global Fund Grant funds.

Reporting

The overall in charge of Finance Manager would be the ADDG TB.

Age

Up to 62 years and ready to travel extensively. In case of experienced candidate age norms may be relaxed.

Remuneration

Rs. 88000/- per month.

Travel

TA/DA as per Govt rules (as per of the counterparts at office of Directorate of Central TB Division).

Leave

Leave as per Govt rules (as per of the counterparts at office of Directorate of Central TB Division).

Recession

Either party can terminate the contract at any time giving one month notice in writing.

Deliverables

The Finance Manager will be required to submit a Monthly Activity Report to ADDG TB and a year ending Annual Report. Evaluation of performance will be done based on monthly activity report.

4. CONSULTANT (PROCUREMENT)

1. Age Limit : Upto 62 years

2. Essential Qualification/ Requirements: Graduate in any discipline from a recognized University with MBA or Post Graduate Diploma in Supply Chain Management. 4-5 years' experience in managing supply chain of drugs & other commodities.

3. Preferential Qualification:

- a) Preference to be given for experience in any public health Programme.
- b) Working knowledge of computers

4. Job Specification/ Responsibilities :

Procurement

- a** Assist RNTCP to develop Procurement Plan for Anti-TB Drugs, Diagnostics, Lab Equipments, consumables etc on an annual basis, keeping in view the technical requirements, donor-based requirements, available budgets etc.
- b** Develop systems for efficient quantification of TB specific commodities to avoid any mismatch between demand and supply and ensure availability at all levels
- c** Assist CTD in quantification and procurement of accessories/cartridges for CBNAAT/LPA, BMs and LED based on case load and shelf-life
- d** Providing support/ data inputs to **CTD** officials in respect of procurement and quality assurance functions of Anti-TB Drugs and other logistics
- e** Coordination with WHO/GDF/GFATM/World Bank & other donor/support agencies to carry the process of procurement of Anti TB drugs & other supplies under RNTCP
- f** Assist CTD in provisioning of AMC for Lab equipments, BMs, LEDs etc
- g** Assist RNTCP in forecasting drug availability at the GMSDs, States & National Levels to alert RNTCP in taking proactive measures
- h** Resolving issues relating to logistics and supply chain including road permits in respect of transportation including assistance in issuance of excise & custom duty exemption documentation, as the case may be.
- i** Interact with CTD, Ministry of Health, Procurement Agency (hired by GOI) and State/District/PHC/CHC level, to obtain information on centralized and decentralized procurement; and for timely delivery of supplies.
- j** Monitor the Consignee Receipt Certificates (CRCs)/Final Acceptance Certificates (FACs) for drugs/equipments/consumables supplied to consignees and submission of acknowledgements of the same to the Procurement Agency/MoHFW.
- k** Constant follow up with Procurement Division, MoHFW, attend meetings with Procurement Agencies for updation of procurement status
- l** Develop Monthly/Need-based reports on Procurement Status, Supply status, Consignee wise Quantity Supply Status etc.
- m** Assist CTD in gathering information on Marketing intelligence; estimated rates for the procurement of required drugs, diagnostics, lab equipments& consumables etc.
- n** Any other work assigned by Central TB Division

Inventory/Logistics Management

- a. Assist CTD in ensuring consumption of expirable items based on the principles of First-Expiry- First- Out (FEFO) method
- b. Establish buffer stock levels for State/district/TUs/PHCs for proper Inventory control System
- c. Assistance with the implementation of Drug Logistic System (DLS) processes instituted for Multi Drug Resistant (MDR) and Extra Drug Resistant (XDR) drugs and for Purified Protein Derivatives (PPDs)
- d. Assistance to Central TB Division (CTD) in the implementation of Revised Guidelines on drug related treatment, as required
- e. Uploading required data on the website of funding agencies
- f. Prepare state-wise reports on the requirements of M / XDR drugs based on the National Programmatic Management of Drug Resistant TB (PMDT) Plan
- g. Coordination with the states to forecast, calculate & replenish their requirement of M / XDR anti TB drugs based on their PMDT plan.
- h. Monitor expiry and short expiry items and advise RNTCP regarding diversion to other needy States/Districts; condemnation and disposal.
- i. Prepare Assistance in the compilation of periodic reports on expired drugs written-off/ pending write-off by states
- j. Develop Monthly/Need-based reports on National/State/District level stock position of Anti-TB Drugs & other supplies.
- k. Assist CTD in indicating and helping GMSDs/States in resolving discrepancies identified, with mechanism for reminders, tracking and input of response
- l. Assist RNTCP in assessment of storage spaces for drug stores for storage of Anti-TB drugs
- m. Assist CTD in developing guidelines for storage facilities, (i.e., warehouses, stores and cold rooms) and training and capacity building of staff at all levels so as to ensure best storage practices at all levels.
- n. Suggest an optimal infrastructure and human resource at all level for effective implementation of Inventory Management System.
- o. Assist RNTCP in issuing reply letters to Parliament Questionnaire, RTI, Anti-Corruption and any other correspondences related to Anti-TB drugs and supplies
- p. Any other work assigned by Central TB Division

Supply Chain Management

- a. Assist Central TB Division (CTD) in managing distribution, recording, reporting and inventory management of drugs (Adults, Pediatric, M / XDR), Diagnostics, Lab equipment's & consumables at the State/District/PHC/CHC levels

- b. Monitor drug stock position at the Government Medical Supply Depots (GMSDs), State Drug stores (SDS), District Drug Stores (DDS), including verification and check for internal consistencies of stocks reported at the start of each quarter/month, supplies made during the quarter/month, quarterly utilization and the ending stock for each of the drugs
- c. Interact with CTD, Ministry of Health and State/ District/PHC/CHC level, on matters relating to supply chain of drugs, diagnostics, lab equipments & consumables etc.
- d. Project future utilization and supply needs for drugs for State Drug Stores (SDS), districts and/or other stock points, ensuring maintenance of desired buffer stocks
- e. Assist in preparation of releases /need-based releases on GMSDs,for supply of drugs to SDSs and/or districts
- f. Monitor fulfillment of the above and shipment of drug supplies to SDSs and districts
- g. Initiate corrective action promptly to resolve any discrepancies or delays in fulfillment of releases to states/districts
- h. Monthly information to the Programme & MoHFW with regard to the drug supplies and utilization at district, state and national levels, with more frequent briefings as needed
- i. Monitoring and sharing of data of drug logistics on the GoI monitoring softwares developed for Procurement & supply chain. Assistance to CTD in streamlining stock reports on the above software for RNTCP drugs in co-ordination with concerned departments under MoHFW
- j. Any other work assigned by Central TB Division

Training and Capacity Building

- a. Development / Updation of 'Standard Operating Procedures (SOPs)', Manuals for State and District Drug Stores as well as 'Training Manuals' for States/Districts/Sub-district level officials dealing with supply chain of Anti TB drugs & other commodities under RNTCP.
- b. Assist in training / workshop of Trainers (TOTs) for Medical/Paramedical staff dealing in drug management on the SOPs mentioned above for Procurement and Supply Chain Management under RNTCP.
- c. To conduct on a yearly basis; 1 National level training and 4 Regional level trainings. The Agency to also cover 1 state per month and complete trainings for all states over 2/3 years. The state level trainings to be preceded with field level visits to at least one district / TU/PHC for identifying local issues on drug management in the state.
- d. Any other work assigned by Central TB Division

Monitoring & Evaluation

- a. Conduct monthly periodic field visit to selected States / Districts to check their alignment with the RNTCP guidelines.

- b. Post procurement review of states/districts
- c. Review of other programmatic issues/ activities
- d. Any other work assigned by Central TB Division

5. TECHNICAL CONSULTANT (TB-COMORBIDITIES)

1. **Age Limit :** Upto 65 years
2. **Essential Qualification/ Requirements:** MBBS or equivalent degree from institution, recognized by Medical council of India; must have completed compulsory rotator internship
3. **Preferential Qualification:**
Five year experience in working in similar area.
4. **Job Specification/ Responsibilities :**
 1. To handle day to day correspondence at central TB Division pertaining to TB HIV program collaborative activities and TB associated with comorbidities((Eg. Diabetes, Tobacco, Hypertension, Malnutrition, Occupational Diseases, Chronic Respiratory Diseases)
 2. To assist the CTD in maintaining the database of stake holders in TBHIV collaboration and TB associated with comorbidities
 3. To facilitate the national/regional trainings on TBHIV collaborative initiatives and TB associated with comorbidities
 4. To conduct supervisory visits to states/districts to monitor implementation TB HIV/comorbidities collaboration and report to CTD
 5. To assist in monitoring the TB HIV/comorbidities activities performance of the States on relevant indicators derived from periodic reports
 6. To assist in compiling TB HIV/comorbidities reports to the Government of India and stakeholders
 7. Facilitating organisation and conduct of meetings with various partners/ stake holders, state and national functionaries on TBHIV/comorbidities issues
 8. To work in collaboration with technical officers of other thematic areas of the program on cross cutting issues
 9. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action
 10. To identify various programme linkages across different national programmes, to develop RNTCP programme on TB co-morbidities.
 11. To identify and facilitate operational research in TB-HIV/comorbidities.
 12. To assist CTD in collaborating with other National Programmes/ partners
 13. To assist in compiling comorbidity management reports to the Government of India and stakeholders.
 14. To assist in conducting meetings with partners, documenting the minutes, compiling reports on action taken and providing feedbacks.
 15. To work in collaboration with technical officers of other thematic areas of the program on cross cutting issues.
 16. To assist Central TB Division in organizing periodic meetings/workshops/reviews of State program managers at national level
 17. Any other job assigned as per programme need.