

**Government of India
Ministry of Health & Family Welfare
Department of AIDS Control**

Applications are invited for appointment of three Technical Officers in Care, Support & Treatment division on contractual basis.

Duties and responsibilities

- Assist in the preparation of annual plan of action for Care, Support and Treatment
- Compile and prepare status reports and executive summaries for reporting/dissemination/action/feedback.
- Assist Programme Officer to assess requirement of new ART centres based on prevalence of HIV/AIDS and case-load of PLHIV requiring ART
- Monitoring of activities of existing ART centres in terms of physical infrastructure, appointment of personnel and their training, enrollment of patients on ART, management of OIs, outcome of ART (mortality and survival), quality of services, referral systems and linkages
- Assist in planning of training of faculty, MOs and other staff of ART centres at identified institutions and submit for implementation. (to be organized by PO (HRD-Tech).
- Compile information to assess requirement of ARV & OI drugs and preparation of the proposal for ARV Procurement.
- Assist in logistic management and monitoring of supply, consumption and stock of ARV drugs in coordination with Procurement Division.
- Analyze data from the monthly report of ART centres, and identify the problems in the quality of reporting, as well as the quality of services at ART centres (like % of adherence, LFU rates, morality at ART centres, Missed patients, PLHA, retrieved/ reentered in treatment etc).
- Liasion with SACS, Development Partners, training institutions, NGOs and Private Sector for fulfillment of physical targets.
- Any other work relating to treatment of PLHAs, ART services & other work as assigned by the Controlling Officer from time to time.

Educational Qualification and Experience

Graduate in Medicine. Preference will be given to those with experience in the field of HIV AIDS Care, Support & Treatment Programme and with good analytical skills, good writing skills in English and computer knowledge.

Or

Graduate with Masters in Public Health/PG Diploma in Health Management with good analytical skills, good writing skills in English and computer knowledge.

Remuneration: Rs.28,750/- per month (fixed).

Duration: Initially the contract shall be for a period of one year.

Age: Not more than 60 years.

Eligible candidates may send applications by email with subject line '**Application for TO (CST)**' with details as mentioned above in the Bio-data at the following address. jobs.naco@gmail.com

The last date of receipt of applications is **30th August, 2013**