

Position:	Manager (Monitoring & Evaluation)
Number of Position:	Two (2)
Type of Job:	Contractual Fixed Term Consultancy
Nature of appointment:	The appointment will be on contract basis initially for one year and thereafter extendable annually (or specified period) on the basis of performance appraisal (to be assessed for work output, personal attributes, functional competency etc.)
Place of Posting:	National Centre for Vector Borne Diseases Control Ministry of Health & Family Welfare Sham Nath Marg, Civil Lines, Delhi
Project Name:	Intensified Malaria Elimination Project-3 Supported by the Global Fund
Reporting to:	Nodal Officer GFATM Project under the overall supervision of the Director NCVBDC
Essential Qualification & Experience:	MBBS with post-graduate qualification (Degree/Diploma) in PSM/ Community Medicine OR MBBS with 5 years' experience in Public Health with National and State level OR MBBS/BDS/BAMS/BHMS with MPH/DPH with 2 years' experience in Public Health at National or State Level
Desirable:	Ability to complete multiple tasks under pressure and should be a team player
Skills:	<ul style="list-style-type: none"> • Strong expertise in the domain of surveillance, field epidemiology, outbreak response, VBD control. • Computer proficiency with commonly used software/ packages like MS Word, Excel, Power Point & Web surfing. • Knowledge and proficiency in statistical software packages such as SPSS, Epi Info etc. • Excellent communication (oral and written) and presentation skills, analytical and interpersonal abilities. • Demonstrated ability to work in a multi-disciplinary team environment.
Consultancy Fee Band:	₹ 1,20,000 to ₹ 1,50,000
Annual Increment:	Annual increment would be based on performance appraisal.
Travel: (Candidates who can travel frequently to manage trainings in different parts of the country only needs to apply)	During official travels if required, the consultant will receive a fixed per diem allowance for boarding/lodging expenses as per travel policy of the organization.

Last date to apply:

10 May 2024

About Organization

TCI Foundation is one of the premier non-government ISO 9001:2015 organizations in India. It is an autonomous organization having its presence across the nation. The Foundation works within the ambit of government rules and regulations, and in compliance with the laws of the land. TCI Foundation primarily provides supplementary support as a partner to governments in public health programmes and projects. It also acts as advocating agency in the enactment of public policies in the country.

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Position Purpose

To support NCVBDC for effective implementation of GFATM supported Intensified Malaria Elimination Project (IMEP-3) in various States at different levels (National/ State/ District/ Sub-district). The position, based at NCVBDC, would play a critical role in evidence-based decision making at various levels to bring efficiency and effectiveness in the Programme and in bridging the gaps between planning and implementation.

Position Roles & Responsibilities

- 1) To monitor the malaria epidemiological situation in the States/ UTs/ Districts and support/ supervise various components of programme planning and implementation (including programme implementation plans of States and Districts).
- 2) To develop comprehensive monitoring & evaluation plan (including data collection tools, reporting formats, log frame, matrix for monitoring and evaluations etc.) and to ensure its implementation in an effective and participatory manner in the States/ UTs.
- 3) To supervise and monitor HR at various levels, analyze their monthly activity reports and provide feedbacks to them.
- 4) To plan, develop and implement methodology for mid-term/ end-term evaluation of the Project at various levels, and the Programme as a whole, including tools, test instruments, explicit indicators for supportive supervision & monitoring of the Project/ Programme.
- 5) To work in close collaboration with NCVBDC Officers/ other Consultants at National level and other public & private stakeholders at various levels to ensure quality implementation of the Project/ Programme.
- 6) To assist in the implementation of IHIP, to review its status from time to time and to contribute in preparation and submission of guidelines and information products in relation to overall M&E/MIS.
- 7) To review the monthly/ quarterly/ annual reports received from States/ Districts, based on agreed targets and progress made along with dashboard related programme indicators.
- 8) To ensure consolidation and dissemination of approved annual work plans to State/district VBDCPs and prepare timely progress reports based on results framework.
- 9) To provide timely updates to NCVBDC in terms of problems faced/issues identified at State/ District level and actions needed/ taken.
- 10) To develop operational plan for strengthening entomological surveillance and response in collaboration with National/ State Consultants-Entomology.
- 11) To keep liaison with the Integrated Disease Surveillance Programme (IDSP), Integrated Health Information Platform (IHIP) and other National health programmes on implementation of strategies on surveillance, monitoring & evaluation etc.
- 12) To facilitate epidemic preparedness in the States/ UTs/ Districts for tackling malaria and other VBD outbreaks and ensure rapid response thereto.
- 13) To support NCVBDC and States/ Districts in execution & documentation of strategies for addressing important issues such as cross border malaria, drug & insecticide resistance,

asymptomatic malaria, standard treatment guidelines, malaria elimination certification process etc.

- 14) To undertake field visits in States/ UTs/ Districts (at least once a month) to analyze the situation, assess implementation, finding gaps and take corrective actions accordingly, in a manner that maximizes coverage of health facilities/ villages and effective utilization of resources.
- 15) To undertake training/ capacity building of NCVBDC & other healthcare staff at National, State, District and Sub-district levels, online as well as in-person.
- 16) To participate in planning and organization of review meetings at National and Sub- national levels.
- 17) To undertake any other task assigned by the Reporting authority.

Rescission

Either party can terminate the contract by giving one month's notice in writing

Deliverables:

The Manager M&E will be required to submit a Monthly Activity Report and Annual Report to Reporting Officer with a copy to NCVBDC. Performance appraisal would include review of monthly activity reports, field visits, timely completion of activities and innovations done and annual assessment.

Remember:

- 1) Check your eligibility before applying.
- 2) Given the large volume of applications we receive, we are unable to respond to all applicants and our responses are limited to those who are shortlisted.
- 3) Merely fulfilling the eligibility and applying for the position does not entitle the candidate to be called for interview.
- 4) No TA/DA will be paid to attend the interview in person.
- 5) The advertised position can be cancelled/varied as per the discretion of the employer.

Selection:

- 1) Selection and appointment shall be carried out through advertisement followed by walk-in-written test/interview, if short listed.

Link to apply for the position

[Application form](#)

Position:	Manager (Training & Sub-National Verification)
Number of Position:	One (1)
Type of Job:	Contractual Fixed Term Consultancy
Nature of appointment:	The appointment will be on contract basis initially for one year and thereafter extendable annually (or specified period) on the basis of performance appraisal (to be assessed for work output, personal attributes, functional competency etc.)
Place of Posting:	National Centre for Vector Borne Diseases Control Ministry of Health & Family Welfare Sham Nath Marg, Civil Lines, Delhi
Project Name:	Intensified Malaria Elimination Project-3 Supported by the Global Fund
Reporting to:	Nodal Officer GFATM Project under the overall supervision of the Director NCVBDC
Essential Qualification & Experience:	MBBS with post-graduate qualification (Degree) in PSM/ Community Medicine OR MBBS with 5 years' experience in Public Health with National and State level OR MBBS/BDS/BAMS/BHMS with MPH/DPH with 2 years' experience in Public Health at National or State Level.
Desirable:	Prior experience of imparting training in the health sector (at national/state level) would be an added advantage.
Skills:	<ul style="list-style-type: none"> • Strong expertise in the domain of surveillance, field epidemiology, outbreak response, VBD control. • Computer proficiency with commonly used packages like MS Word, Excel, Power Point & Web surfing. • Knowledge and proficiency in statistical software packages such as SPSS, Epi Info etc. • Excellent communication (oral and written) and presentation skills, analytical and interpersonal abilities. • Demonstrated ability to work in a multi-disciplinary team environment.
Consultancy Fee Band:	₹ 1,20,000 to ₹ 1,50,000
Annual Increment:	Annual increment would be based on performance appraisal.
Travel:	During official travels if required, the consultant will receive a fixed per diem allowance for boarding/lodging expenses as per travel policy of the organization.

Last date to apply:	10 May 2024
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About Organization

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Position Purpose

To support NCVBDC for effective implementation of GFATM supported Intensified Malaria Elimination Project (IMEP-3) in various States at different levels (National/ State/ District/ Sub-district). The position, based at NCVBDC, would play a critical role in evidence-based decision making at various levels to bring efficiency and effectiveness in the Programme and in bridging the gaps between planning and implementation.

Position Roles & Responsibilities

- 1) To assess the training load at different levels (National/ State/ District/ Sub-district) and develop training plan for the country's Malaria Elimination Programme including review the status of online and field training facilities, resources and capacity building needs for implementation of the training plan.
- 2) To review the dossiers documents of districts with zero malaria cases and support in sub national malaria verification activities
- 3) To review and develop the training modules (including e-training modules) for various cadres of healthcare workforce; and to support, facilitate & guide Principal Recipient-2 (PR-2), States, Districts and NGO SRs in developing training modules.
- 4) To keep liaison and coordinate with other training/ management institutions/ VBDCP Units (State/ District/ Sub-district levels) for specialized trainings on malaria elimination programme.
- 5) To review the monthly/quarterly/annual reports received from States/ Districts, based on agreed targets and progress made along with dashboard related programme indicators.
- 6) To provide support/ inputs to ensure quality and timely implementation of training plan; and to undertake training/capacity building of NVBDCP & other healthcare staff at National, State, District and Sub-district levels, online as well as in-person.
- 7) To supervise and monitor HR at various levels, analyze their monthly activity reports and provide feedbacks to them.
- 8) To undertake supervisory field visits in States/ UTs/ Districts (at least once a month) to analyze the situation, assess implementation, finding gaps and take corrective actions accordingly, in a manner that maximizes coverage of health facilities/ villages and effective utilization of resources.
- 9) To ensure organization of review meetings at National and Sub-national levels for all activity related to SNV
- 10) To undertake any other task assigned by the Reporting authority.

Rescission

Either party can terminate the contract by giving one month's notice in writing

Deliverables:

The Manager training and SNV will be required to submit a Monthly Activity Report and Annual Report to Reporting Officer with a copy to NCVBDC. Performance appraisal would include review of monthly

activity reports, field visits, timely completion of activities and innovations done and annual assessment.

Remember:

- 1) Check your eligibility before applying.
- 2) Given the large volume of applications we receive, we are unable to respond to all applicants and our responses are limited to those who are shortlisted.
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- 5) The advertised position can be cancelled/varied as per the discretion of the employer.

Selection:

Selection and appointment shall be carried out through advertisement followed by walk-in- written test/interview, if short listed.

Link to apply for the position

[Application form](#)

Position:	Manager (Procurement & Finance)
Number of Position:	One (1)
Type of Job:	Contractual Fixed Term Consultancy
Nature of appointment:	The appointment will be on contract basis initially for one year and thereafter extendable annually (or specified period) on the basis of performance appraisal (to be assessed for work output, personal attributes, functional competency etc.)
Place of Posting:	National Centre for Vector Borne Diseases Control Ministry of Health & Family Welfare Sham Nath Marg, Civil Lines, Delhi
Project Name:	Intensified Malaria Elimination Project-3 Supported by the Global Fund
Reporting to:	Nodal Officer GFATM Project under the overall supervision of the Director NCVBDC
Essential Qualification & Experience:	<p>Master's Degree in Business Administration or Management/Economics/Supply Chain Management/ Materials Management /Logistics/ Procurement /Accounting/ Finance/ Public Health/ Pharmacy with at least 5 years' experience in any health programme at National or State level.</p> <p>OR</p> <p>CA/ MBA (Finance)/ M. Com with at least 5 years' progressive experience in accounting, including analysis, financial reporting, budgeting and planning</p> <p>OR</p> <p>CMA/ PGDBM/ PGDBA (Finance) with at least 7 years' progressive experience in accounting, including analysis, financial reporting, budgeting and planning</p> <p>OR</p> <p>Graduate in Pharmacy with Post-Graduate Diploma in Procurement & Supply Chain Management with at least 5 years' experience in managing supply chain of drugs/ other commodities at National/ State level.</p>
Desirable:	<ul style="list-style-type: none"> Specialization in procurement of goods, services or consultancy for Global Fund and/or other international donor agencies like World Bank funded projects will be a distinct advantage. Familiarity with the GFATM project operations and ability to effectively coordinate with the MoHFW, GoI, GFATM

	<p>and their Local Fund Agent and partner organizations.</p> <ul style="list-style-type: none"> • Experience in capacity building on PSCM
Skills:	<ul style="list-style-type: none"> • Highly organized, proactive and pragmatic with good process management skills and ability to work under tight timelines. • Computer proficiency with commonly used softwares/ packages like MS Word, Excel, Power Point & Web surfing. • Knowledge and proficiency in using procurement/ finance related softwares such as GeM portal, e-Aushadhi, PFMS etc. • Excellent communication (oral and written) and presentation skills, analytical and interpersonal abilities. • Demonstrated ability to work in a multi-disciplinary team environment.
Consultancy Fee Band:	₹ 1,20,000 to ₹ 1,50,000
Annual Increment:	Annual increment would be based on performance appraisal.
Travel:	During official travels if required, the consultant will receive a fixed per diem allowance for boarding/lodging expenses as per travel policy of the organization.
Last date to apply:	10 May 2024

About Organization

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Position Purpose

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Position Roles & Responsibilities

- 1) To monitor, supervise and support States/ UTs/ Districts in developing action plans for procurement and supply chain management and in carrying out the distribution of drugs/ other commodities as per plan, in accordance with NCVBDC and GFATM guidelines.
- 2) To ensure consolidation and dissemination of approved annual procurement plans to State/ district VBDCPs and prepare timely progress reports based on results framework.
- 3) To coordinate with NCVBDC staff at all levels (National/ State/ District/ Sub-district) to get updated information regarding drugs/ commodities supplied, and to ensure regularity,

completeness and uniformity of Monthly Stock Reports (MSR); develop SOPs and strengthen VBDCP supply chain management through supervision.

- 4) To undertake Grant and Finance management, including but not limited to, maintaining proper accounting, financial analysis, financial reporting, budgeting, forecasting, auditing with the help of financial softwares and reporting system as per the Project/Programme requirements.
- 5) To prepare Progress Update and Disbursement Request (PUDR) to be sent to GFATM on a quarterly/ yearly basis and other documents, information products, as per requirements of the GFATM.
- 6) To review and strengthen the financial management within NCVBDC; and instates & Districts; NGO SRs to ensure adherence to the financing norms including implementation of PFMS/ Tally at all levels of financial transactions.
- 7) To ensure implementation of Logistics Management Information System (LMIS), review its status from time to time and contribute in preparation and submission of guidelines and information products.
- 8) To calculate monthly consumption rate of drugs and diagnostics for replenishment/ relocation, so as to minimize expiry and wastage and to ensure no stock-outs at all times at all levels, including NGO SRs.
- 9) To review the monthly/ quarterly/ annual reports received from States/ Districts, based on agreed targets and progress made along with dashboard related programme indicators.
- 10) To work in close collaboration with NCVBDC Officers/ Consultants at National level, NGO SRs and other public & private stakeholders at various levels to ensure quality implementation of the Project/ Programme.
- 11) To undertake procurement of goods/ services/ other items for GFATM/ NCVBDC on regular and emergency basis, as per need.
- 12) To keep updated the procurement related documents as per Controller & Auditor General (C&AG) audit/ General Financial Rules (GFR) & Global Fund procedures.
- 13) To provide timely updates to NCVBDC in terms of problems faced/ issues identified at State/ District level and actions needed/ taken.
- 14) To undertake field visits in States/UTs/ Districts (at least once a month) to analyze the situation, assess implementation, finding gaps and take corrective actions accordingly, in a manner that maximizes coverage of health facilities/villages and effective utilization of resources.
- 15) To undertake training/capacity building of NCVBDC & other healthcare staff at National, State, District and Sub-district levels, online as well as in-person.
- 16) To participate in planning and organization of review meetings at National and Sub- national levels.
- 17) To undertake any other task assigned by the Reporting authority.

Rescission

Either party can terminate the contract by giving one month's notice in writing

Deliverables:

The consultant will be required to submit a Monthly Activity Report and Annual Report to Reporting Officer with a copy to NCVBDC. Performance appraisal would include review of monthly activity reports, field visits, timely completion of activities and innovations done and annual assessment.

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Selection:

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Link to apply for the position

[Application form](#)

Position:	Manager (Finance)
Number of Position:	One (1)
Type of Job:	Contractual Fixed Term Consultancy
Nature of appointment:	The appointment will be on contract basis initially for one year and thereafter extendable annually (or specified period) on the basis of performance appraisal (to be assessed for work output, personal attributes, functional competency etc.)
Place of Posting:	National Centre for Vector Borne Diseases Control Ministry of Health & Family Welfare Sham Nath Marg, Civil Lines, Delhi
Project Name:	Intensified Malaria Elimination Project-3 Supported by the Global Fund
Reporting to:	Nodal Officer GFATM Project under the overall supervision of the Director NCVBDC
Essential Qualification & Experience:	CA/ MBA (Finance)/ M. Com with at least 5 years' progressive experience in accounting, including analysis, financial reporting, budgeting and planning OR CMA/ PGDBM/ PGDBA (Finance) with at least 7 years' progressive experience in accounting, including analysis, financial reporting, budgeting and planning
Desirable:	<ul style="list-style-type: none"> • Experience of working with Global Fund and/or other international donor agencies like World Bank funded projects will be a distinct advantage. • Familiarity with the GFATM project operations and ability to effectively coordinate with the MoHFW, GoI; State Governments; NGO SRs; GFATM and their Local Fund Agent and partner organizations is preferable. • Knowledge of GFR 2017 rules for preparation and documentation of financial matters will be a distinct advantage.
Skills:	<ul style="list-style-type: none"> • Computer proficiency with commonly used software/ packages like MS Word, Excel, Power Point & Web surfing. • Knowledge and proficiency in finance related software and packages such as Tally, PFMS, GeM, and integrated accounting software • Excellent communication (oral and written) and presentation skills, analytical and interpersonal abilities. • Demonstrated ability to work in a multi-disciplinary team environment.

Consultancy Fee Band:	₹ 1,20,000 to ₹ 1,50,000
Annual Increment:	Annual increment would be based on performance appraisal.
Travel	During official travels if required, the consultant will receive a fixed per diem allowance for boarding/lodging expenses as per travel policy of the organization.
Last date to apply:	10 May 2024

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Position Roles & Responsibilities

- 1) To undertake Grant and Finance management, including but not limited to, maintaining proper accounting, financial analysis, financial reporting, budgeting, forecasting, auditing with the help of financial software and reporting system as per the Project/Programme requirements.
- 2) To review and strengthen the financial management within NCVBDC; and instates & Districts; NGO SRs to ensure adherence to the financing norms including implementation of PFMS/ Tally at all levels of financial transactions.
- 3) To supervise and monitor HR at various levels, analyze their monthly activity reports
- 4) w.r.t finance and provide feedback to them.
- 5) To review the monthly/quarterly/annual reports received from States/ Districts/ NGO SRs, based on agreed targets and progress made along with dashboard related programme indicators.
- 6) To prepare Progress Update and Disbursement Request (PUDR) to be sent to GFATM on a quarterly/ yearly basis and other documents, information products, as per requirements of the GFATM.
- 7) To ensure timely fund release (GIA- Grant-In-Aid) to the states, NGO SRs and timely collection of Statement of Expenditures (SOEs), Utilization Certificates (UCs) and Audit Reports.
- 8) To compile/update and monitor monthly account on the basis of monthly receipts and expenditure accounts (SOEs) received from State VBDCPs, NGO SRs and the Headquarter; and to provide timely updates to Dte. NVBDCP in terms of problems faced/issues identified at various levels and actions needed/ taken.
- 9) To ensure timely initiation and completion of annual CAG Audit of the project and to provide necessary information/data, as required.
- 10) To liaison and coordinate with MoHFW, Ministry of Finance, GoI; States/ Districts; NGO SRs; GFATM & LFA on financial matters, as and when required.
- 11) To prepare and implement financial guidelines on the line of FMG (NHM) guidelines, and a Fiduciary Management Plan for the project/programme.

- 12) To undertake field visits in States/ UTs/ Districts (at least once a month) to analyze the situation, assess implementation, finding gaps and take corrective actions accordingly, in a manner that maximizes coverage of health facilities/ villages and effective utilization of resources.
- 13) To undertake training/ capacity building of NCVBDC & other healthcare staff at National, State, District and Sub-district levels, online as well as in-person.
- 14) To participate in planning and organization of review meetings at National and Sub- national levels.
- 15) To undertake any other task assigned by the Reporting authority.

Rescission

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Deliverables:

The Manager Finance will be required to submit a Monthly Activity Report and Annual Report to Reporting Officer with a copy to NCVBDC Performance appraisal would include review of monthly activity reports, field visits, timely completion of activities and innovations done and annual assessment.

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Selection:

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Link to apply for the position

[Application form](#)

Position:	Manager (Procurement and Supply Chain)
Number of Position:	One (1)
Type of Job:	Contractual Fixed Term Consultancy
Nature of appointment:	The appointment will be on contract basis initially for one year and thereafter extendable annually (or specified period) on the basis of performance appraisal (to be assessed for work output, personal attributes, functional competency etc.)
Place of Posting:	National Centre for Vector Borne Diseases Control Ministry of Health & Family Welfare Sham Nath Marg, Civil Lines, Delhi
Project Name:	Intensified Malaria Elimination Project-3 Supported by the Global Fund
Reporting to:	Nodal Officer GFATM Project under the overall supervision of the Director NCVBDC
Essential Qualification & Experience:	<p>Master's Degree in Business Administration or Management/ Economics/Supply Chain Management / Materials Management /Logistics/ Procurement/Accounting/ Finance/ Public Health/ Pharmacy with at least 5 years' experience in any health programme at National or State level.</p> <p>OR</p> <p>Graduate in Pharmacy with Post-Graduate Diploma in Procurement & Supply Chain Management with at least 5 years' experience in managing supply chain of drugs/ other commodities at National/ State level.</p>
Desirable:	<ul style="list-style-type: none"> • Specialization in procurement of goods, services or consultancy for Global Fund and/or other international donor agencies like World Bank funded projects will be a distinct advantage. • Familiarity with the GFATM project operations and ability to effectively coordinate with the MoHFW, GoI, GFATM and their Local Fund Agent and partner organizations. • Experience in capacity building on PSCM
Skills:	<ul style="list-style-type: none"> • Highly organized, proactive and pragmatic with good process management skills and ability to work under tight timelines. • Computer proficiency with commonly used softwares/ packages like MS Word, Excel, Power Point & Web surfing. • Knowledge and proficiency in using procurement/ finance related softwares such as GeM portal, e-Aushadhi, PFMS etc.

	<ul style="list-style-type: none"> • Excellent communication (oral and written) and presentation skills, analytical and interpersonal abilities. • Demonstrated ability to work in a multi-disciplinary team environment.
Consultancy Fee Band:	₹ 1,20,000 to ₹ 1,50,000
Annual Increment:	Annual increment would be based on performance appraisal.
Travel:	During official travels if required, the consultant will receive a fixed per diem allowance for boarding/lodging expenses as per travel policy of the organization.
Last date to apply:	10 May 2024

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Position Roles & Responsibilities

- 1) To monitor, supervise and support States/ UTs/ Districts in developing action plans for procurement and supply chain management and in carrying out the distribution of drugs/ other commodities as per plan, in accordance with NCVBDC and GFATM guidelines.
- 2) To ensure consolidation and dissemination of approved annual procurement plans to State/ district VBDCPs and prepare timely progress reports based on results framework.
- 3) To coordinate with NCVBDC staff at all levels (National/ State/ District/ Sub-district) to get updated information regarding drugs/ commodities supplied, and to ensure regularity, completeness and uniformity of Monthly Stock Reports (MSR); develop SOPs and strengthen VBDCP supply chain management through supervision.
- 4) To ensure implementation of Logistics Management Information System (LMIS), review its status from time to time and contribute in preparation and submission of guidelines and information products.
- 5) To calculate monthly consumption rate of drugs and diagnostics for replenishment/ relocation, so as to minimize expiry and wastage and to ensure no stock-outs at all times at all levels, including NGO SRs.
- 6) To review the monthly/ quarterly/ annual reports received from States/ Districts, based on agreed targets and progress made along with dashboard related programme indicators.
- 7) To work in close collaboration with NCVBDC Officers/ Consultants at National level, NGO SRs and other public & private stakeholders at various levels to ensure quality implementation of the Project/ Programme.

- 8) To undertake procurement of goods/ services/ other items for GFATM/ NCVBDC on regular and emergency basis, as per need.
- 9) To keep updated the procurement related documents as per Controller & Auditor General (C&AG) audit/ General Financial Rules (GFR) & Global Fund procedures.
- 10) To provide timely updates to NCVBDC in terms of problems faced/ issues identified at State/ District level and actions needed/ taken.
- 11) To undertake field visits in States/UTs/ Districts (at least once a month) to analyze the situation, assess implementation, finding gaps and take corrective actions accordingly, in a manner that maximizes coverage of health facilities/villages and effective utilization of resources.
- 12) To undertake training/capacity building of NCVBDC & other healthcare staff at National, State, District and Sub-district levels, online as well as in-person.
- 13) To participate in planning and organization of review meetings at National and Sub- national levels.
- 14) To undertake any other task assigned by the Reporting authority.

Rescission

Either party can terminate the contract by giving one month's notice in writing

Deliverables:

The Manager Procurement and Supply Chain will be required to submit a Monthly Activity Report and Annual Report to Reporting Officer with a copy to NCVBDC. Performance appraisal would include review of monthly activity reports, field visits, timely completion of activities and innovations done and annual assessment.

Remember:

- 1) Check your eligibility before applying.
- 2) Given the large volume of applications we receive, we are unable to respond to all applicants and our responses are limited to those who are shortlisted.
- 3) Merely fulfilling the eligibility and applying for the position does not entitle the candidate to be called for interview.
- 4) No TA/DA will be paid to attend the interview in person.
- 5) The advertised position can be cancelled/varied as per the discretion of the employer.

Selection:

Selection and appointment shall be carried out through advertisement followed by walk-in- written test/interview, if short listed.

Link to apply for the position

[Application form](#)

Position:	Senior Accountant
Number of Position:	One (1)
Type of Job:	Contractual Fixed Term Consultancy
Nature of appointment:	The appointment will be on contract basis initially for one year and thereafter extendable annually (or specified period) on the basis of performance appraisal (to be assessed for work output, personal attributes, functional competency etc.)
Place of Posting:	National Centre for Vector Borne Diseases Control Ministry of Health & Family Welfare Sham Nath Marg, Civil Lines, Delhi
Project Name:	Intensified Malaria Elimination Project-3 Supported by the Global Fund
Reporting to:	Manager (Finance) GFATM Project under the overall supervision of the Nodal Officer GFATM, NCVBDC.
Essential Qualification & Experience:	Post-graduate in commerce preferably MBA (Finance), with minimum 3 years' experience in accounting analysis (preferably in health sector), budgeting, financial software including Tally, PFMS and reporting systems. OR Graduate in commerce with good academic record; and minimum 5 years of post-qualification work experience in accounting and finance.
Skills:	<ul style="list-style-type: none"> • Computer proficiency with commonly used softwares/ packages like MS Word, Excel, Power Point & Web surfing. • Knowledge and proficiency in finance related softwares and packages such as Tally, PFMS, GeM, and integrated accounting softwares. • Good communication (oral and written) and presentation skills, analytical and interpersonal abilities. • Ability to work in a multi-disciplinary team environment.
Consultancy Fee Band:	₹ 35,000 to ₹ 45,000
Annual Increment:	Annual increment would be based on performance appraisal.
Travel	During official travels if required, the consultant will receive a fixed per diem allowance for boarding/lodging expenses as per travel policy of the organization.
Last date to apply:	10 May 2024

About Organization

TCI Foundation is one of the premier non-government ISO 9001:2015 organizations in India. It is an autonomous organization having its presence across the nation. The Foundation works within the ambit of government rules and regulations, and in compliance with the laws of the land. TCI Foundation

primarily provides supplementary support as a partner to governments in public health programmes and projects. It also acts as advocating agency in the enactment of public policies in the country.

TCI Foundation is an equal opportunity employer. Employment at TCI Foundation is based solely on individual's merit and qualifications directly related to professional competence. TCI Foundation does not discriminate against any employee or applicant because of race, caste, creed, colour, religion, gender, origin, disability, marital status, or any other basis protected by law.

Position Purpose

To maintain proper accounts/budget of GFATM supported project IMEP-3 and update/ monitor the same and to ensure timely receipt of SOEs/ utilization certificates/audit reports from the concerned States/ UTs/ Districts for strengthening the financial management system under IMEP-3

Position Roles & Responsibilities

- 1) To maintain accounts including in financial softwares/ PFMS/ Tally and render assistance to Finance and Procurement Managers/ other staff w.r.t. accounts/ budget.
- 2) To maintain the financial records and reports pertaining to the project/ programme, and maintain separate accounts for EAC and DBS components of NCVBDC.
- 3) To liaison with and assist the State/ District VBD programme offices strengthening the financial management system under IMEP-3.
- 4) To assist the National Manager Finance in preparing budget, compiling SOEs,/ UCs/ audit reports etc; and PUDR.
- 5) To undertake field visits in States/ UTs/ Districts (at least once a month) to analyze the situation, assess implementation, finding gaps and take corrective actions accordingly, in a manner that maximizes coverage of health facilities/ villages and effective utilization of resources.
- 6) To undertake/ streamline the handling of receipts and payments/ budgets/ advances/ bank processes; calculation, deduction of TDS and preparation of statement for TDS returns; verification and validation of bills/ vouchers; reconciliation of bank statement & other account balances; maintain inward-outward & asset register etc. as required.
- 7) To support in implementation of an effective and efficient financial control management system under the project/ programme.
- 8) To participate in planning and organization of review meetings at National and Sub- national levels.
- 9) Any other duties as assigned by the Nodal Officer, GFATM

Rescission

Either party can terminate the contract by giving one month's notice in writing

Deliverables:

The Sr. Accountant will be required to submit a Monthly Activity Report and Annual Report to Reporting Officer with a copy to NCVBDC Performance appraisal would include review of monthly activity reports, field visits, timely completion of activities and innovations done and annual assessment.

Remember:

- 1) Check your eligibility before applying.
- 2) Given the large volume of applications we receive, we are unable to respond to all applicants and our responses are limited to those who are shortlisted.
- 3) Merely fulfilling the eligibility and applying for the position does not entitle the candidate to be called for interview.
- 4) No TA/DA will be paid to attend the interview in person.
- 5) The advertised position can be cancelled/varied as per the discretion of the employer.

Selection:

Selection and appointment shall be carried out through advertisement followed by walk-in- written test/interview, if short listed.

Link to apply for the position

[Application form](#)

Position:	Accountant
Number of Position:	One (01)
Type of Job:	Contractual Fixed Term Consultancy
Nature of appointment:	The appointment will be on contract basis initially for one year and thereafter extendable annually (or specified period) on the basis of performance appraisal (to be assessed for work output, personal attributes, functional competency etc.)
Place of Posting:	National Centre for Vector Borne Diseases Control Ministry of Health & Family Welfare Sham Nath Marg, Civil Lines, Delhi
Project Name:	Intensified Malaria Elimination Project-3 Supported by the Global Fund
Reporting to:	Manager (Finance) GFATM Project under the overall supervision of the Nodal Officer GFATM, NCVBDC
Essential Qualification & Experience:	Post-graduate in commerce preferably MBA (Finance) with minimum 2 years' experience in accounting analysis (preferably in health sector), budgeting, financial software including Tally, PFMS and reporting systems. OR Graduate in commerce with good academic record; and minimum 5 years of post-qualification work experience in accounting and finance.
Skills:	<ul style="list-style-type: none"> • Computer proficiency with commonly used software/ packages like MS Word, Excel, Power Point & Web surfing. • Knowledge and proficiency in finance related software and packages such as Tally, PFMS, GeM, and integrated accounting software. • Good communication (oral and written) and presentation skills, analytical and interpersonal abilities. • Ability to work in a multi-disciplinary team environment.
Consultancy Fee Band:	₹ 25,000 to ₹35,000 (Commensurate with qualification and relevant experience)
Annual Increment:	Annual increment would be based on performance appraisal.
Travel	During official travels if required, the consultant will receive a fixed per diem allowance for boarding/lodging expenses as per travel policy of the organization.
Last date to apply:	10 May 2024

About Organization

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Position Purpose

The selected incumbent on the position has to maintain proper accounts/budget of GFATM supported project IMEP-3 and update/ monitor the same and to ensure timely receipt of SOEs/ utilization certificates/audit reports from the concerned States/ UTs/ Districts for strengthening the financial management system under IMEP-3.

Position Roles & Responsibilities

- 1) To maintain accounts including in financial softwares/ PFMS/ Tally and render assistance to Finance and Procurement Consultants/ other staff w.r.t. accounts/ budget.
- 2) To maintain the financial records and reports pertaining to the project/ programme, and maintain separate accounts for EAC and DBS components of NCVBDC.
- 3) To liaison with and assist the State/ District VBD programme offices strengthening the financial management system under IMEP-3.
- 4) To assist the National Manager Finance in preparing budget, compiling SOEs,/ UCs/ audit reports etc; and PUDR.
- 5) To undertake field visits in States/ UTs/ Districts (at least once a month) to analyze the situation, assess implementation, finding gaps and take corrective actions accordingly, in a manner that maximizes coverage of health facilities/ villages and effective utilization of resources.
- 6) To undertake/ streamline the handling of receipts and payments/ budgets/ advances/ bank processes; calculation, deduction of TDS and preparation of statement for TDS returns; verification and validation of bills/ vouchers; reconciliation of bank statement & other account balances; maintain inward-outward & asset register etc. as required.
- 7) To support in implementation of an effective and efficient financial control management system under the project/ programme.
- 8) To participate in planning and organization of review meetings at National and Sub- national levels.
- 9) Any other duties as assigned by the Nodal Officer, GFATM

Rescission

Either party can terminate the contract by giving one month's notice in writing

Deliverables:

The accountant will be required to submit a Monthly Activity Report and Annual Report to Reporting Officer with a copy to NCVBDC. Performance appraisal would include review of monthly activity reports, field visits, timely completion of activities and innovations done and annual assessment.

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- 1) Check your eligibility before applying.
- 2) Given the large volume of applications we receive, we are unable to respond to all applicants and our responses are limited to those who are shortlisted.
- 3) Merely fulfilling the eligibility and applying for the position does not entitle the candidate to be called for interview.
- 4) No TA/DA will be paid to attend the interview in person.
- 5) The advertised position can be cancelled/varied as per the discretion of the employer.

Selection:

Selection and appointment shall be carried out through advertisement followed by walk-in- written test/interview, if short listed.
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Link to apply for the position

Application form

Position:	Office Assistant
Number of Position:	Two (2)
Type of Job:	Contractual Fixed Term Consultancy
Nature of appointment:	The appointment will be on contract basis initially for one year and thereafter extendable annually (or specified period) on the basis of performance appraisal (to be assessed for work output, personal attributes, functional competency etc.)
Place of Posting:	National Centre for Vector Borne Diseases Control Ministry of Health & Family Welfare Sham Nath Marg, Civil Lines, Delhi
Project Name:	Intensified Malaria Elimination Project-3 Supported by the Global Fund
Essential Qualification & Experience:	Graduate in any field 3 years of experience (Preference will be given to the candidate having good computer skills) The essential qualification may be relaxed in case of experienced candidates or if there are no candidates with the prescribed qualification.
Skills:	<ul style="list-style-type: none"> • Ability to plan and prioritize work • Skilled in making notes and reports of different cases • Knowledge of all the administrative procedures • Ability to supervise and instruct the staff • Knowledge of current technology, computer systems, information technology, data handling and archiving • Skilled in written communication
Consultancy Fee Band:	₹ 20,000 to ₹ 25,000
Annual Increment:	Annual increment would be based on performance appraisal.
Last date to apply:	10 May 2024

About Organization

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Position Purpose

To assist and support NCVBDC Malaria Officer and Manager team under GFATM supported IMEP-3

Position Roles & Responsibilities

- 1) Preparing notes, drafts memoranda and summarizing quoting precedents, references, rules, etc.
- 2) Drawing out reports, statements and attending to correspondence
- 3) Assisting senior/reporting officer in disposal of complicated or important cases
- 4) Making entries in register regarding nature and number of papers received for disposal
- 5) Studying letters, correspondence and links connected papers on subject
- 6) Preparing brief notes, reports or draft replies quoting precedent, rules, regulations and existing orders, if any, and giving them to senior/reporting officer for consideration
- 7) Keeping watch over movement of files
- 8) Supervising work of sub-ordinates and assisting them in disposal of case correctly and expeditiously

Rescission

Either party can terminate the contract by giving one month's notice in writing

Deliverables:

The office assistant will be required to submit a Monthly Activity Report and Annual Report to Reporting Officer with a copy to NCVBDC Performance appraisal would include review of monthly activity reports, timely completion of activities and annual assessment.

Remember:

- 1) Check your eligibility before applying.
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- 4) No TA/DA will be paid to attend the interview in person.
- 5) The advertised position can be cancelled/varied as per the discretion of the employer.

Selection:

Selection and appointment shall be carried out through advertisement followed by walk-in- written test/interview, if short listed.

Link to apply for the position

[Application form](#)