




Regional Centre for Urban and Environmental Studies
(Sponsored by Ministry of Housing and Urban Affairs, GoI)
Osmania University, Hyderabad-500007 Telangana State



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Applications are invited for the purely temporary, project based positions as Regional Co-ordinators (02), Capacity Building Officer (01), Finance and Admin, Assistant (01) under SAKSHAM PRAMAAN and SAKSHAM PRAVAH projects. For detailed notification, qualifications, experience, other requirements etc., please visit website www.rcueshyd.gov.in. The last date for receipt of applications is 22nd January, 2022.

Date: 11th, January, 2022


PROF. KUMAR MOLUGARAM
Director, RCUES, OU, HYD

DIRECTOR
Regional Centre for
Urban and Environmental Studies (RCUES)
Osmania University, Hyderabad



REGIONAL CENTRE FOR URBAN AND ENVIRONMENTAL STUDIES
OSMANIA UNIVERSITY, HYDERABAD



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Project based purely temporary based vacancies for the position of Regional Coordinator/Finance and Admin. Assistant in Project SAKSHAM PRAMAAN and Capacity Building Officer in SAKSHAM PRAVAH

Applications are invited for the purely temporary, project based positions of Regional Co-ordinators (02) / Finance and Admin. Assistant (01), Capacity Building Officer (1) on a short-term project titled "**SAKSHAM PRAMAAN**" HIV/AIDS Targeted Interventions and Link Workers Scheme Evaluation for National AIDS Control Programme (NACP) and **SAKSHAM PRAVAH** which supports National TB Elimination Programme (NTEP) Ministry of Health and Family Welfare, Government of India implemented by Regional Centre for Urban and Environmental Studies (RCUES), Osmania University (OU), Hyderabad at regional level (South India), supported by Tata Institute of Social Sciences, Mumbai.

The Regional Coordinator positions involves conducting HIV/AIDS Targeted Interventions (TIs) evaluations, identifying, selecting, conducting capacity building for selected evaluators, scheduling, and monitoring evaluation studies, Documentation and Liaisoning with State AIDS Control Societies (SACS) of Southern Indian States i.e., Telangana, Andhra Pradesh, Tamilnadu, Kerala and Puducherry. The Capacity Building Officer under Project Saksham Pravah needs to identify pool of Master trainers and coordinate the capacity building programmes on Psycho-Social Counselling for TB, coordinating with State Training and Demonstration Centres (STDC). The Finance and Admin Assistant will provide support for both the above mentioned projects with regard to finance and admin matters. The positions are purely project, temporary based without any kind of administrative and finance support from RCUES - OU, Osmania University, Hyderabad, TISS Mumbai and NACO's end. RCUES has every right to discontinue the services of the mentioned project staff at any point of time without notice and without any valid reasons. The detailed terms of reference is provided here under. RCUES, OU has complete rights to cancel the advertisement and positions at any point of time.

Date: 11th January, 2022


DIRECTOR, RCUES, OU

DIRECTOR
Regional Centre for
Urban and Environmental Studies (RCUES)
Osmania University, Hyderabad

Name of the project: SAKSHAM PRAMAAN – HIV/AIDS Targeted Interventions and Link Workers Scheme Evaluation for National AIDS Control Programme (NACP)
Name of the Post: Regional Coordinator (RC)
No. of Post: 02
Location: Regional Centre for Urban and Environmental Studies, OU, Hyderabad
Duration: January 2022 – March, 2024
Email: sakshamrcuesou@gmail.com
Salary: Upto 50,000 p.m. (Exact salary shall be finalized at the time of interview)
Last date of application: 22nd January, 2022

Terms of Reference for the position of Regional coordinator, Saksham Pramaan

The Regional coordinator will report to the Project Lead/Faculty-in-charge and Director, RCUES, OU

1. Coordinate with TI divisions of SACS under supervision of Project Lead/faculty in-charge
2. Identify and create a pool of evaluators for TI/ LWS evaluations
3. Conduct capacity building programmes for evaluators
4. Prepare a calendar of TI/ LWS evaluation in consultation with SACS
5. Supervise the TI evaluations
6. Collate data for all TI evaluations and present to faculty and respective SACS as a formal de-brief
7. Prepare reports for submission to TISS and NACO
8. Travel as per the programme requirement
9. Reporting and Documentation
10. Any other task assigned by Project Lead/Faculty in Charge and Director, RCUES, OU

Required Qualification: Masters in Psychology/ Social Work/ Population Studies/Public Health/Counseling in the First Class/Division/Grade.

Experience: Minimum 5 years working experience in HIV/AIDS targeted interventions evaluations or any HIV prevention interventions or experience in the health sector in managerial capacity.

Languages Known: High Proficiency in English, Telugu is essential (Oral and Written). Working knowledge in Tamil, Malayalam and Hindi will be an advantage.

Essential:

- High level of commitment, integrity and ability to work independently
- Excellent management, co-ordination, organisational and administration skills
- Ability to strategize and implement the programme to get the expected outcome
- Knowledge of HIV/AIDS Targeted interventions evaluations and programmes
- Willingness to undertake extensive travel at a Regional level (Southern Indian States)

Note:

1. Qualified, Experienced and interested candidates send their resumes to email: sakshamrcuesou@gmail.com
2. Shortlisted candidates will be informed, called for written test and personal interview.
3. Selected candidates has to produce original academic, experience certificates received from the concerned institutions/authorities authentic at the time of interview.
4. The Salary Certificate (Last Pay/Salary certificate along with bank statement need to be produced at the time of interview.
5. If anything found wrong with regard to education qualifications, experience and salary details a stringent legal action will be initiated against the candidate as per the norms of OU.
6. RCUES, OU has every right to discontinue the services of the project staff at any point of time without notice and any reason
7. RCUES, OU has complete rights to cancel the advertisement and positions at any point of time.
8. Discipline and integrity will be highly considered.

Name of the Project SAKSHAM PRAMAAN
Name of the Post: Finance and Admin Assistant
No. of Post: 01
Location: Regional Centre for Urban and Environmental Studies, OU, Hyd.
Duration: January, 2022 – March, 2024
Email: sakshamrcuesou@gmail.com
Salary: Upto 25,000 p.m. (Exact salary shall be finalized at the time of interview)
Last date of application: 22nd January, 2022

Terms of Reference for the position of Finance and Admin Assistant, Project Saksham

- Checking of Bills or Supporting Vouchers in support of expenses incurred for the project by staff and trainees
- Process payment of vendors, employees, etc and verification related supporting documents and papers.
- Prepare Progress report quarterly/bi-annually; Prepare Bank Reconciliation Statement on monthly basis.
- Deduct various taxes at source for any vendor payment.
- Prepare challan & deposit the tax deducted at source within the due date.
- Prepare TDS statement on a Monthly Basis for vendors and staff on regular basis.
- Prepare Comparative Statement, Check & finalize before issuing Purchase Order.
- Assist the Faculty In-charge, Regional Coordinator, CBO in preparation of Monthly reports & time to time.
- Prepare and share periodic reports to funding agency in prescribed format.
- Prepare, forecast and funding requirement on periodic basis for effective functioning.
- Assist funding agency in carrying out internal audit.
- Any other task assigned by the Project Lead/Faculty In-charge and Director, RCUES, OU.

Skills and abilities

- Well organized with good verbal, written, and interpersonal skills.
- Organize tasks, set priorities, meet deadlines, and manage multiple tasks.
- Respond appropriately to evaluations, trainings and changes in the work settings.

Desired qualifications

- Master Degree in Commerce, finance, accounting with First class/Division/Grade
- A minimum of 3 years-experience accounting & finance in Development Sector or relevant sectors
- Candidates should have at least 3 years' experience in finance & admin and an understanding of nonprofit accounting; expertise in Excel and **Tally Software, ERP is essential.**
- Computer knowledge is must in MS Word, Excel and Power Point

Languages Known: English, Telugu (Oral and Written) is essential. Working knowledge in Hindi will be an advantage

Note:

1. Qualified, Experienced and interested candidates send their resumes to email: sakshamrcuesou@gmail.com
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Project : SAKSHAM PRAVAH
Name of the Post : Capacity Building Officer
No. of Post : 01
Location : Regional Centre for Urban and Environmental Studies, OU, Hyd
Duration : January, 2022 – March, 2024
Remuneration CTC : Upto Rs. 50,000/- per month (Exact salary shall be finalized at the time of interview)
Email : sakshamrcuesou@gmail.com
Last date of application : 22nd January, 2022

Saksham (which means “capable”) is a project of the Tata Institute of Social Sciences since 2008 to support the Ministry of Health and Family Welfare in its fight against HIV and TB. Saksham has shaped the Psychosocial support program for HIV and Tuberculosis (TB) in the country. Currently Saksham has three major grants in the area of HIV & TB counselling, capacity building and community engagement.

In 2015, Saksham, TISS in collaboration with the National TB Elimination Programme (NTEP), introduced psycho-social counselling for TB in Maharashtra, Gujarat, Karnataka, Rajasthan and has demonstrated the need for moving beyond the “bio-medical”, “disease control” approach and addressing social determinants of TB. The project is named “Saksham Pravaah” and 214 Professional Counsellors (Masters in Social Work/Sociology/Psychology) are integrated within the National TB Elimination Programme (NTEP) and are placed in each of the District TB Centres in the four implementation states.

In the current phase of intervention (April 2021-March2024), Saksham Pravaah will undertake capacity building of NTEP by creating a pool of National Master Trainers. The development of the Pool of Master Trainers will be anchored by 5 Regional Hubs across India. Saksham will also pilot a model of Peer Counselling in Mumbai during this phase.

Terms of Reference for the position of Capacity Building Officer

The Capacity Building Officer will report to the Project Lead/Faculty-in-charge, SAKSHAM PRAMAAN and Director, RCUES, OU

- Develop a regional pool of Master Trainers.
- Identify Regional Master Trainers.
- Plan and undertake Training of Trainers for the identified pool of Master Trainers.
- Linking the Master Trainers with the State Training and Demonstration Units (STDC) in the region.
- Coordinate and liaison with the STDC and Master Trainers for facilitating state wise NTEP staff Training.
- Adhering to project deliverables and timelines.
- Undertaking all reporting and documentation as per project requirements.
- Regular co-ordination and reporting with Saksham Head Quarters.
- Any other task assigned by the Project Lead/Faculty – In- charg and and Director, RCUES, OU

Required Qualification: Masters in Psychology/ Social Work/ Population Studies/Public Health/ Counseling in the First Class/Division/Grade.

Experience: Minimum 5 years working experience conducting and handling Tuberculosis, HIV/AIDS and other Public health counseling training programmes.

Essential skills and other requirements:

- Willingness to undertake extensive travel at a Regional level (Southern India)
- Good writing skills.
- Proficiency in counselling aspects.
- Previous experience in the area of capacity building for TB /HIV.

Languages Known: High Proficiency in English, Telugu is essential (Oral and Written). Working knowledge in Tamil, Malayalam and Hindi will be an advantage

Note:

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