

**The State Health & Family Welfare Society (RNTCP),
NHM invites applications for the following contractual
posts for a period of one year at State TB Office,
Vijayawada, Andhra Pradesh.**

Rc.No.RNTCP/180/AP/2017

Assistant Programme Officer / Epidemiologist (1), DR-TB Coordinator (1), TB-HIV Coordinator (1), Technical Officer (Procurement & Logistics) (1), State PPM Coordinator (1), ACSM Officer (1), Secretarial Assistant (1).

Terms of Reference (TORs) and other job details
are available on the department website
cfw.ap.nic.in

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. For all the doctor posts MCI recognition is mandatory. The candidates should belong to the state of Andhra Pradesh (Relevant certificates should be produced). The applicants are requested to submit the applications with Bio-data and photo copies of the certificates of Essential, Preferential qualifications and Experience (Atleast one year in RNTCP). Non-submission of any documents summarily rejects the application. The application should be submitted to the following address on or before 18.12.17 either by Registered Post or in person (on working days) between 11.00am to 4.00pm. This office is not responsible for any postal delays.

**O/o Joint Director (TB), Old NRI Buidling, Room No.403,
4th Floor, Gollapudi, Vijayawada -25.
Office : 9849909911**

Revised National Tuberculosis Control Program (RNTCP)
Terms of Reference (TOR) for Appointment of Individual Consultants and Contractual Staff

STATE LEVEL				
Sl.No	Category/ Job title	Essential Qualification/ Requirements	Preferential Qualification	Job Specification/ responsibilities
1	Epidemiologist (Asst. Prog. Officer)	MBBS or equivalent degree from institution recognized by Medical council of India; must have completed compulsory rotatory internship with two years experience in any public health programme OR Masters Degree in Public health/Hospital Administration or PhD in Epidemiology/ Statistics/ Community health/Public Health after graduation	MD Community Medicine/CHA/ Diploma/Masters in Public Health	<ol style="list-style-type: none"> 1. To assist the State TB officer in program management activities like planning, budgeting, implementing, monitoring, supervising evaluating and reporting. 2. To link state TB cell with stake holders of the program within and outside the state. 3. To assist State TB Officer in gathering political and administrative commitment required for the program. 4. To coordinate with State NRHM Office and other State level institutions in matters of programme planning, budgeting and finances, monitoring and supervision, training, etc. 5. To assist State TB Officer in establishing intersectoral and interdepartmental coordination for TB control. 6. To conduct supervisory visits to the districts and report to State TB Officer. 7. To gather information on state/district demographics, special populations, migration, socioeconomic determinants of TB, cost for care, TB management practices and access to TB care. 8. Validation of routine surveillance data and quality assurance 9. To assist the State TB Officer in establishing systems for TB Surveillance(through MIS, Notification, etc.) 10. To provide feedbacks to the surveillance data sources. 11. To collaborate with the district nodal officers for TB notification and monitor the process of notification. 12. To compile reports to Central and state governments and stakeholders of the program on mandatory TB notification and manage other TB related information. 13. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 14. Any other job assigned as per programme need.

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2	TB HIV Coordinator	<ol style="list-style-type: none"> 1. MBBS or equivalent degree from institution recognized by Medical council of India. 2. Must have completed compulsory rotatory internship 	<ol style="list-style-type: none"> 1. Diploma / MD Public Health/ Community Health Administration(CHA)/Tuberculosis & Chest diseases 2. Certificate course in HIV medicine 3. One year experience in RNTCP 	<ol style="list-style-type: none"> 1. To assist the State TB officer in program management activities related to TBHIV collaborative activities like planning, budgeting, implementing, monitoring, supervising evaluating and reporting. 2. To link State TB Cell with State AIDS Control society. 3. To assist State TB Officer in gathering political and administrative commitment required for TBHIV collaborative activities. 4. To assist State TB Officer in establishing intersectoral and interdepartmental coordination required for TBHIV collaboration. 5. To conduct exclusive and joined supervisory visits to the districts with SACS officials and report to State TB Officer; also participate as a member of State IE team 6. To maintain updated databases of HIV and TBHIV related services and service providers. 7. To train the district program managers and stakeholders on TBHIV collaboration. 8. To compile and analyse district/ART centre/ICTC wise TBHIV reports and provide feedback to them. To ensure quality of reports by data validation and data verification at source. 9. To assist State TB Officer in supply chain management of drugs for CPT and IPT and modified TB regimen for PLHA with TB on second line ART. 10. To ensure ICF activities at ART/ICTCs and linkages 11. To facilitate trainings related to TB-HIV coordination at State level and monitor these trainings at District level 12. To support district program managers in operating NGO schemes for TBHIV. 13. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 14. Any other job assigned as per programme need.
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3	DR-TB Co-ordinator	<ol style="list-style-type: none"> 1. MBBS or equivalent degree from institution, recognized by Medical council of India; must have completed compulsory rotatory internship 	<ol style="list-style-type: none"> 1. Diploma / MD Public Health / Community Health Administration(CHA)/Tuberculosis & Chest diseases 2. Preference to candidates who have experience in PMDT 	<ol style="list-style-type: none"> 1. To handle day to day correspondence in State TB Office pertaining to PMDT. 2. To maintain updated data base of DST laboratories, DRTB centres, DRTB centre committee members, District DRTB Supervisors, subdistrict level supervisors, sputum collection centres, sputum transport agencies and supply chain management agencies engaged for second line drugs and to coordinate with them for diagnosis and management of DRTB. 3. To ensure effective coordination/communication between DR-TB Centres/IRLs/CDST labs/STC/DTCs 4. To ensure timely submission of periodic reporting from laboratories, DRTB centres and District TB Centres. 5. To ensure quality of reports by validation and verification at source. 6. To conduct supervisory visits to DRTB service sites and report to State TB Officer. 7. To monitor second line drug supply chain and to ensure their availability at DRTB management sites. 8. To facilitate trainings on PMDT. 9. To conduct review meetings with DRTB district coordinators. 10. To organize meetings and workshops related to PMDT. 11. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 12. Any other job assigned as per programme need.
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4	State PPM (public private mix) Coordinator	<ol style="list-style-type: none"> 1. Post Graduate in Social Sciences(Arts, MSW etc.) or MBA 2. One year Experience of working in field of Communication /ACSM / Public-Private Partnership / Health projects / programs 	<ol style="list-style-type: none"> 1. Preference to those who have worked in RNTCP program 2. Certificate / Diploma / Degree/Masters holders in Social Sciences/ Mass Media / Communication /Rural Development / Advocacy / Partnerships / related field 	<p>To assist the State TB officer in :</p> <ol style="list-style-type: none"> 1. Implementation of PPM and ACSM activities at the State, district and sub-district level. 2. Identifying NGOs, Private providers for partnerships and facilitating the process of partnerships. 3. Coordinating workshops / meetings for improving involvement of PPs & NGOs. 4. Collating the required information from NGOs / PPs / Partners to enable quality monitoring and enhancing TB control activities. 5. Compiling necessary documents for disbursal of Grant in Aid to NGOs and PPs 6. Facilitating periodic review of partnerships with different stakeholders 7. Facilitate ACSM activities in coordination with the IEC officer and PPM partners. 8. Coordinating with the medical college / hospitals / teaching institutes / schools for improved involvement in the program. 9. Coordinating with corporates / private hospitals for their involvement in the program. 10. Monitoring PPM activities of partners at field level on behalf of STO 11. Prepare monthly and quarterly report of ACSM/PPM activities for STO 12. Documentation of best practices of PPM partners for annual reports. 13. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 14. Any other job assigned as per programme need.
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5	Technical Officer - Procurement & Logistics	<p>1. Post-Graduate in Commerce with minimum 2 years experience in procurement / logistics / supply chain management in reputed institute / organization</p> <p style="text-align: center;">OR</p> <p>Post Graduate Diploma in procurement logistics management</p> <p style="text-align: center;">OR</p> <p>Diploma in Health/Hospital Administration</p>	Experience in RNTCP or health sector products will be preferred	<ol style="list-style-type: none"> 1. To maintain and update the data base of manufacturers/suppliers of program logistics. 2. To prepare documents for national level procurement including invitation for competitive bids, quotations, Direct Shopping or Direct Purchase on a case to case basis. 3. To assist State TB Officer in conducting pre and post procurement quality assessment. 4. To prepare report on state level procurement. 5. To track and review the periodic procurement reports from the districts and provide feedbacks. Monitoring and evaluation of district level procurements based on the district annual action plans. 6. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 7. Monitor the performance of manufacturers/suppliers in preventive maintenance of equipment under warranty and initiate statutory procedures on non-compliance. 8. Monitor the districts for timely engagement/ renewal of contracts of agencies for preventive maintenance of equipment. 9. To ensure timely action by the districts to prevent expiries by monitoring stocks at each stocking point. 10. To train the district program managers and district nodal officers for PSM. 11. To conduct supervisory visits to state/district stores and report to State TB Officer. 12. Any other job assigned by as per program need
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6	ACSM Officer	Masters in Social work/Rural development OR MSW/Post Graduate in social Sciences with Degree/ diploma in Health Education or Mass Communication	3 years experience in working with development sector at State level.	<ol style="list-style-type: none"> 1. Responsible for planning ACSM activities for the entire state including budgeting and activity calendar in consultation with STO and State NRHM IEC Division 2. Facilitate advocacy events, either directly or through partners/professional agency. 3. To assist STO in hiring of professional agency on short-term basis to develop and disseminate material for print media and mass media, material for patient counselling and sensitisation of health providers. 4. To coordinate with RNTCP partners implementing ACSM activities in the State (e.g. Axshya) 5. Arrange to develop audio-visual aids for training/sensitisation of health professionals. 6. Supervise, monitor & coordinate ACSM activities at district level. 7. Participate in Health providers training specially in ACSM and IPC. 8. Collate and analyse quarterly IEC report from districts and provide feedback. 9. To provide relevant information to the media and public information systems in consultation with STO. 10. To coordinate with the mass education media wing of general health system and public information system for intersectoral coordination for TB control. 11. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 12. Any other job assigned as per programme need.
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7	Secretarial Assistant	<ol style="list-style-type: none"> 1. 10+2 or equivalent 2. Knowledge of Short hand and typing with speed of 80 wpm and 40 wpm, respectively. 3. At least 2 years experience as Office Assistant in Govt./Public Sector/Recognized Society/Institution 	<p>At least 6 months diploma/certificate in computer applications from an institute recognized by Govt.</p>	<ol style="list-style-type: none"> 1. Dictation and transcription on typewriter/computer. 2. Systematic maintenance of records/files. 3. Timely submission of papers/Dak. 4. Drafting of letters of routine nature. 5. Maintaining record of receipt and issue of letters. 6. Maintaining appointment diary and attend the visitors. 7. Attending telephonic calls in a tactful manner and keep their records. 8. Maintain database of addresses, telephone nos.of the persons/organizations frequently required to be contacted. 9. Proper maintenance of office equipments of personal section. 10. Keep track of important documents. 11. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 12. Any other job assigned as per programme need
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