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| Organization | TCI Foundation |
| Division | National Program Management Unit (NPMU) |
| Position | National Programme Coordinator |
| Grant | Global Fund Grant (Malaria Elimination) |
| Number of Positions | 01 |
| Location | Gurgaon |

Organization:

TCI Foundation an autonomous entity under Transport Corporation of India works in collaboration with Government, Public Sector Undertakings, National and International organizations and reputed corporates to serve the nation with motto of equality and better life for all citizens in the country. The Foundation is known as pioneer in developing and implementing healthcare services to the deserving communities across the country.

Malaria Elimination Program Overview:

Malaria burden in India has reduced significantly over the years which has been made possible with the introduction of new interventions for case management and vector control and effective monitoring and evaluation. The program goal is to eliminate malaria (zero indigenous cases) throughout the entire country by 2030, to maintain malaria free status and prevent its re-introduction.

Program Saksham Overview:

TCI Foundation is one of the Principal Recipients of Global Fund Grant for the period 2021 to 2024. The Foundation has been assigned the responsibility to work in unison with National Vector Borne Diseases Control Program (NVBDCP), Ministry of Health & Family Welfare (MoHFW), Government of India for Malaria Elimination Programme. The program ‘Saksham’ to be implemented by TCI Foundation entails capacity building of malaria elimination workforce in India by single interface for facilitating workplace e-Training under Digital India Initiative; development of technical training manuals and e-modules; health and non-health products procurement and monitoring of additional critical human resources at national/state and district levels.

Position:

TCI Foundation invites applications for the position of National Programme Coordinator purely on contractual basis. The National Programme Coordinator will work in coordination with Director TCI Foundation. The selected candidate on this position would be required to maintain good liaison with authorities and officials of NVBDCP, State VBDCP, District VBDCP, internal and external agencies for the progression and completion of program activities within the given timeframe.

Responsibilities: Manages operational, administrative, technical and financial aspects of the program assigned under the Global Fund Grant. The incumbent would be required to support the Director, TCI Foundation in day-to-day oversight of the NPMU.

1. Ensure consolidation and dissemination of approved annual work plans along with budget to implementing entities and prepare periodic progress report based on results framework.
2. Provides technical assistance and programmatic support to staff, consultants and internal and external agencies and departments associated with the Program.
3. Develops and updates training materials & guidelines, TORs, templates, formats along with guidance document on activities under the program.

4. Support the experts and internal and external agencies in the development of e-Learning portal and e-Modules.
5. Prepare annual work plans and budget of the Program in coordination with the senior consultants and other team members.
6. Organise and oversee the operations of the Program to realise optimum and timely work outputs.
7. Work with other lead/senior consultants and serve as the nodal member for cross organization/department activities.
8. Gather and analyse evidence from field review visits from different states/districts to inform policy and advocate appropriate changes.
9. As required engage with the senior officials/consultants at central level by representing TCI Foundation in meetings, carrying out advocacy, presenting evidence from field visits etc.
10. Support in situational analysis on various aspects of the programme Program. Facilitate development and implementation of the Program and strategies derived from the situational analysis.
11. Undertake implementation and operational research and assessments for improving the Program.
12. Ensure preparation of procurement plan in consultation with implementing entities and Finance & Accounts Officer.
13. Mentor and support the team members, and assist the Director TCI Foundation in tasks related to crafting individual responsibilities, undertaking performance appraisals and conducting team meetings.

Evaluation Reviews & Reporting

14. Track progress of Programs, correct delays and update Director TCI Foundation on regular basis.
15. Provide periodic updates to Director TCI Foundation on actions taken on issues identified by implementation entities.
16. Reviews M&E data and provides feedback to the NPMU, implementing entities, NVBDCP, and other entities as per requirement.
17. Review of periodic reports based on agreed targets and progress made along with monthly dashboard related to Program indicators and share with NVBDCP, CCM and LFA on a regular basis.
18. Prepare and organize periodic Program review meetings, and workshops with NVBDCP, CCM, LFA and GF as per Program requirement.
19. Lead the work of the NPMU in the absence of the Director TCI Foundation to ensure continuity and efficiency.
20. Undertake such other assignments, which may be assigned from time to time by the Director TCI Foundation.

Essential Qualification / Requirements:

- MBBS
- Post Graduate qualification in Community Medicine or Preventive & Social Medicine or Community Health Administration or Masters in Public Health or MBA (Health & Hospital Management) or Masters in Social Work (Community Development).
- Minimum 10 years of experience out of which 5 years relevant experience in health sector.

Required Competency:

- Excellent verbal & written communication skills.
- A team player with demonstrated ability to work in a multi-disciplinary team along with good interpersonal abilities.
- Presentation skills.
- Ability to analyse reports.

Computer proficiency

- Proficiency in commonly used packages like MS Word, Excel, Power Point & Outlook.
- Ability to use internet for desk research, literature review and accessing other relevant documents.
- Statistical analysis of program activities.

Preferential Qualification/Skills:

- Experience in public health programme at national/state level.
- Experience of working with donor agencies like World Bank (WB), World Health Organization (WHO), Global Fund (GF), UNAIDS, USAID, UNICEF etc. preferably in health sector would be an added advantage.

Age Limit: Up to 50 years as on date of application.

Location: Gurgaon, and ready to travel extensively.

As this is a short term assignment; preference will be given to candidates residing within Delhi/NCR region.

Emoluments: Rs. 90,000 – 1,50,000 per month

Emoluments offered within the band will be commensurate with qualification and experience and are subject to statutory compliances.

Reporting: National Programme Coordinator would be required to report to the Director TCI Foundation.

Contract Tenure: It is a short term position and initially it will be for a period of one year. The first three months will be on probation; subject to satisfactory performance, the position will continue for full one year. Further extension will be subject to performance evaluation. The position can be terminated by either part giving a notice of one month in writing.

Equal Opportunities: 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.

How to Apply: Candidates applying for the position are requested to adhere to following:

1. Check your eligibility.
2. Duly filled Application Form (link placed below)
3. Updated Resume (not exceeding two pages).
4. Mention Job id in "Subject" line of application. Any application received without the mention of Job id will not be considered.
5. 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 short listed.
6. Merely fulfilling the eligibility and applying for the position does not entitle the candidate to be called for interview.
7. No TA/DA will be paid to attend the interview in person, if invited.



8. Applications will be accepted only in the prescribed online application form. Application submitted in other format will not be accepted.
9. The advertised position can be cancelled/varied as per the discretion of the employer.

10. Resume must be sent through email on recruit.tcif@tcil.com

11. Application Form Link: [Online Application Form](#)

12. Last Date to Apply: 22 February 2021 (00:00 hrs)