

**HP State AIDS Control Society
City Cottage, By Pass Road, Kasumpti, Shimla-171009.**

PUBLIC APPOINTMENTS

Sl. No.	Post Details	Key Functions & Duties as per NACO Guidelines
1.	Consultant (Care Support & Treatment)	<ul style="list-style-type: none"> • Ensure implementation of the operational guidelines and treatment protocols in all Government and private facilities • Annual Plan for CST: Sites for New Centres & Preliminary Assessment, Physical targets and budgetary requirements • Release of funds and monitoring of expenditure to ART centers CCC (through implementation partners, wherever applicable). • Procurement and supply of drugs required for management of OIs. • Monitoring supply and consumption of ARV drugs, CD4 machines, CD4 kits, PEP etc. for NACO and regular reporting to NACO. • Appointment of Staff in new centers • Organizing training of personnel of ART Centres and CCCs and all Hospital staff involved in patients care to reduce stigma & discrimination. • Monitoring of ART Centres, Link ART Centers and CCCs (including periodic visits). • Monthly meetings of Nodal Officers of ART Centres. • Quarterly meeting of doctors of ART Centres to review qualitative aspects of programme. • Review of Regional Coordinators.
2.	Consultant (Voluntary Blood Donation)	<ul style="list-style-type: none"> • Implementation of operational guidelines on voluntary blood donation programme of NACO in their states.. • Conducting awareness programmes and workshops on voluntary blood donation with active coordination with State Chapter of IRCS, Red Ribbon Clubs, Voluntary Organizations, NGOs /CBOs. • To develop strategies for promotion of voluntary blood donation. • To liaise with District Collectors for fixing a date in each district for organizing camps. • To liaise with the Medical Officers of NACO supported Blood Banks in the state for holding camps. • To assist SACS for development of voluntary donation programme in their own states. • To monitor the financial expenditure for organizing the camps. • To submit report upon completion of assignment. • Any other work as assigned by Dy. Director (B/S).
3.	Consultant (Youth Affairs)	<ul style="list-style-type: none"> • Create a youth profile in the context of HIV, keeping in mind their vulnerability factors. • Design intervention for creating awareness for behaviour change and enhancing access to services. • Implement specific district-based programmes for vulnerable youth at community level • Mobilize support for multiple stakeholders like key Government Ministers/Departments, Corporate Sector and Civil Society organizations and establish system that will sustain initiatives being undertaken. • Coordinate youth programmes being implemented by donors other Government Departments etc. • Monitor programme activities and achieve indicators laid down. • Provide technical inputs in preparation of the HIV related EIC for the Youth. • Facilitate the formation of Red ribbon clubs in the State. • Undertake field trips at district/village level to monitor the implementation and identify the gaps/needs. • Provide support National initiatives on Youth. • Facilitate in the implementation of link workers Scheme in the districts. • Coordinate with various state Youth agencies (Government

		and Non-government) to conduct HIV awareness among the youth.
4.	Consultant (Civil Society Main-Streaming:	<ul style="list-style-type: none"> • Coordinate with key Government Ministers/Departments, Corporate Sector and Civil society Organizations for mainstreaming HIV/AIDS into their policies and programmes. • Provide Technical support to the mainstreaming partners in preparing and facilitating implementation of their annual action plans by mainstreaming HIV/AIDS. • Provide technical inputs in preparation of the HIV related IEC for the Civil Society and Mainstreaming. • Provide support to national initiatives on civil society and mainstreaming. • Undertakes field trips at district/village level to monitor the implementation and identify the gaps/needs.
5.	Dy. Director (IEC)	<ul style="list-style-type: none"> • Assist in preparation of Annual Action Plan as per IEC strategy under NACP-III and ensure its implementation. • Assist in organizing development of IEC material, its dissemination and availability of different service points. • Liaison with NRHM for possible convergence in dissemination of messages. • Sensitize and engage media and health journalists on issues pertaining to HIV/AIDS. • Assist in advocacy of different stakeholders such as political leaders, Panchyats and other key influencers. • Undertake Supervisory fields visits to monitor and evaluate IEC programmes. • Ensure production and dissemination of SACS Newsletter. • Any other activity related to IEC as assigned from time to time.
6.	Dy. Director (TI)	<ul style="list-style-type: none"> • Promote the involvement of NGOs/CBOs in targeted intervention/HIV/AIDS intervention programme. • Plan and ensure the saturation of coverage of ‘core target and Bridge population” through scaling up of TIs • Conduct regular field visits to monitor the progress of the TI projects and facilitate the technical inputs to the NGO/CBO partners from time to time. • Identify the training needs of each TI and facilitate programme in collaboration with TSU. • Maintain regular liaison with all stakeholders (government, civil society/NGOS and donors). • Monitor progress of TIs as per financial and physical indicators. • Conduct quarterly meeting with the TI NGOs at State or Regional level. • Periodic appraisal of the progress and reporting in the form of monthly reports. • In consultation with M&EO, maintain update and retrieve database of information generated from implementing partners. • Ensure the performance of appraisal of TI project staff through implementing NGOs along with annual review process.
7.	Asstt. Director Doc. publicity	<ul style="list-style-type: none"> •
8.	Divisional Assistants	<ul style="list-style-type: none"> • Help Divisional officers in the file maintenance, initiate correspondence and all other work entrusted from time to time.
9.	Procurement Asstt.	<ul style="list-style-type: none"> • Help AD (Proc) in contract process, file maintenance, initiate correspondence and all other work entrusted from time to time.

Project Director

