

VACANCY NOTICE

Applications are invited from eligible Male/Female candidates for filling up of the post of Assistant Director (TI) on contract basis in the remuneration of Rs 15,000 - 20,000/- in the Andaman and Nicobar AIDS Control Society. The age limit prescribed for the post is between 25 to 62 years. The educational qualification and experience required for the post are as follows:

1. Post Graduate in Social Work/Psychology/Anthropology/Public Administration.
2. The person should not be an office bearer of any organisation having partnership with SACS.
3. A development professional with minimum 5 years of experience in the field of health, poverty alleviation, gender sector.
4. Administrative experience in planning and coordination of NGO activities.
5. Excellent communication skills, both written and oral.
6. Working knowledge in local language.

Key functions and duties:

1. Promote the involvement of NGOs/CBOs in targetted intervention/HIV-AIDS intervention programme.
2. Plan and ensure the saturation of coverage of core target and bridge population through scaling of TIs.
3. Conduct regular field visits to monitor the progress of the Targeted Intervention (TI) projects and facilitate the technical inputs to the NGO/CBO partners from time to time.
4. Identify the training needs of each TI and facilitate programme in collaboration with TSU.
5. Maintain regular liaison with all stake holders (Government, civil society/NGO and donors).
6. Monitor progress of TI as per financial and physical indicators.
7. Conduct quarterly meeting with TI NGOs at state or regional level.
8. Periodic appraisal of the progress and reporting in the form of monthly reports.
9. In consultation with M&EO, maintain, update and retrieve database of information generated from implementing partners.
10. Ensure the performance appraisal of TI project staff through implementing NGOs alongwith annual review process.

Interested candidates fulfilling the above requirements may apply to the Project Director, A & N AIDS Control Society, G.B. Pant Hospital Complex, Port Blair – 744104 latest by 12/12/2008 enclosing xerox copies of educational and experience certificates, proof of age and employment registration certificate and one passport size photograph.

Sd/-
Project Director
A & N AIDS Control Society