

Government of India
Ministry of Health & Family Welfare
Department of AIDS Control
(National AIDS Control Organization)

Applications are invited for the appointment of **Administrative Officer – Human Resources** in Department of AIDS Control, New Delhi on contract basis.

Duties and responsibilities

- Responsible for managing HR activities including position approval, monitoring of vacancies , recruitment and selection, training & development, performance appraisal, record maintenance, grievances, RTI's related to all contractual personnel at DAC ;
- Support SACS in all HR matters to ensure effective utilization of human resources;
- Coordinate and support DAC Divisional Heads to ensure HR protocols and procedures are followed;
- Liaise with Divisional /Functional Heads to understand all necessary aspects and HR needs and to ensure that they are fully informed of HR objective;
- Maintain awareness and knowledge of latest HR development theory and methods and provide suitable advice to DAC;
- Assist DAC in policy matters related to HR/Personnel administration;
- Monitor, measure and compile HR reports on quarterly basis for decision making;
- Any other work assigned by the controlling officer.

Qualification and Experience

- Full time Graduate degree in any discipline with Diploma in Human Resources from a reputed institute
- Minimum 6 years of experience in HR function with at least 2 yrs. of experience in supervisory capacity in managing HR function in a medium to large sized organization
- Preference will be given to those candidates having experience of working in the organization funded by international donors
- Adequate knowledge of working in IT friendly environment & working with MS Office
- Analytical skills and Team player are essential competencies

Remuneration: Rs. 47200 /- per month Consolidated.

Duration: Initially the contract shall be till 31st March 2015. Subsequent re-contracting will be based on performance.

Age: Not more than 60 years

Interested candidates are encouraged to apply with an updated CV at the following email address jobs.naco@gmail.com with subject line “**Administrative Officer HR**” with details as mentioned above. The last date for submission of application is **4th July’14** .

Please note that fulfilling the eligibility criteria does in no way guarantee job. Only shortlisted candidates will be called for an interview.

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Applications are invited for the appointment of **14 REGIONAL PROGRAM OFFICERS** in Basic Service Division, Department of AIDS Control; New Delhi on contract basis to be placed at following State AIDS Control Societies (SACS)

SACS	Vacancies
Andhra Pradesh	1
Tamil Nadu& Kerala	1
Maharashtra& Mumbai	1
Karnataka	1
Orissa& WB	1
Chattisgarh &Jharkhand	1
Bihar	1
Punjab, Haryana& Delhi	1
Gujarat	1
MP	1
Rajasthan	1
UP	1
Northeast states (8)	2

Duties and responsibilities

1. Support the SACS in implementation of ICTC/PPTCT/HIV-TB programme in the states assigned.
2. Assist SACS in planning scale up of ICTC services to the level of CHCs, 24 hrs PHCs and Private Sector Health Institutions.
3. Make field visits to ICTCs in the state, especially to poorly performing centres.
4. Participate and mentor SACS / DAPCU / Facilities during review meetings of District Supervisors and all Counsellors of ICTCs.
5. Facilitate coordination with senior officials of the National Rural Health Mission (NRHM) and SACS.
6. Facilitate coordination with the State TB officer and SACS for meetings of the State HIV-TB coordination committee.
7. Assist SACS in monitoring the quality of training/capacity building being imparted in institutions of excellence identified by NACO for training of counsellors and LTs from the state.
8. Support SACS in preparation of state's annual action plan (physical and financial) for ICTCs
9. Facilitate SACS in annual forecasting of HIV Rapid Test Kits and consumables and prophylactic Nevirapine required for ICTCs

Qualification and Experience

MBBS with PG degree/diploma in Community Medicine/ PSM/ MPH/ MBA/MHA with minimum 3 years experience after PG Degree or 5 years experience after PG Diploma, at the state level in any national health programme.

Remuneration: Rs. 76000 /- per month Consolidated.

Duration: Initially the contract shall be till 31st March 2015. Subsequent re-contracting will be based on performance.

Age: Not more than 60 years

Interested candidates are encouraged to apply with an updated CV at the following email address jobs.naco@gmail.com with subject line “**REGIONAL PROGRAM OFFICERS**” with details as mentioned above. The last date for submission of application is **4th July’14**.

Please note that fulfilling the eligibility criteria does in no way guarantee job. Only shortlisted candidates will be called for an interview .