

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

Applications are invited for the appointment of **Program Officer (National Procurement & Logistics Coordination-NPLC)** in the Procurement Division, Department of AIDS Control, New Delhi on contract basis.

Duties and responsibilities

PO (NPLC) will work under the supervision of Deputy Secretary (Administration) at DAC and work in close coordination with Project Director of State AIDS Control Societies (SACSs) and Regional Procurement & Logistic Coordinators and perform the following tasks:-

1. To provide support to efforts of DAC/ SACS in capacity building of SACS.
2. Build capacity of SACS and peripheral staff on forecasting, allocation & procurement.
3. Conducting training for SACS procurement and stores officials in procurement and inventory management function in coordination with Regional Coordinators.
4. Prepare procurement plan and Annual Action Plans (AAPs).
5. Provide guidance to Programme Division of 'Information, Education and Communication' (IEC) and 'Targeted Intervention' (TI) division in preparing TOR, performance requirements for consulting and non-consulting services required as per AAPs.
6. Assess storage/ warehousing requirements of the supplies procured centrally by DAC.
7. Maintaining list of drugs, kits and other medical supplies delivered for use at various units (ICTC / PPTCTC / Blood Banks / ART Centers).
8. To monitor, report and provide oversight to the stock position of various items including indication of under-stocking / overstocking / expiry of goods to SACS based on the consumption pattern.
9. Acting as link between Procurement Agent/ Logistic Agency, Regional PLCs and SACSs for inventory management and relocation of goods wherever required.
10. Assist Procurement Agent in conducting post delivery inspection of drugs / Kits at regular intervals.
11. to gather and compile data of stock items from all the peripheral units (ICTCs, ARTCs, Blood Banks etc.) and SACS in all the 38 States / UTs.
12. To gather information and monitor the inventory data regarding items where the expiry date is approaching (e.g. 4 months).
13. To compile data of actual consumption of various items from the centers and help SACS/ DAC in forecasting the annual requirements.
14. Based on the information collected, coordinate to divert, in consultation with the concerned Project Directors, the stocks from the centers which have excess material to the centers where there is shortage. Similarly arrange to divert, in consultation with the concerned Project

Directors, items with expiry date approaching to such centers where there is immediate or higher requirement for consumption.

15. To liaise with the Procurement agent/ Inspection Agency / and SACS regarding Supply Chain Management to coordinate and facilitate delivery, receipt and distribution of supplies.
16. To perform other related tasks as required.

Qualification and Experience

Essential:

1. University PG degree in commerce / Science/ Pharmacy/ engineering / management. Diploma in material management will be added advantage.
2. Minimum 7 years experience in procurement and logistics / supply chain management at senior level. Experience in supply chain management of health products would be an added advantage.
3. Proficiency in the usage of computer (MS-Word, MS-Excel, MS Access)
4. Written and spoken proficiency in Hindi and English.

Remuneration: Rs. 76000 /- per month consolidated.

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

Age: Not more than 60 years

Interested candidates are encouraged to apply with an updated CV at the following email [address: dachr.nplc@jsi.org.in](mailto:dachr.nplc@jsi.org.in) with subject line **PO(NPLC)**. The last date for submission of application is **12.07.2014**.

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 appointment of **42 State Logistics Coordinators** to be placed at State AIDS Control Societies on contract basis as per details given below:

State AIDS Control Societies	No. of positions	Email ids for sending CVs
UP/ Maharashtra/ TN	9	dachr.region1@jsi.org.in
Bihar/Rajasthan/WB/Orissa/AP / KA	12	dachr.region2@jsi.org.in
Uttarakhand/Delhi/Punjab/Haryana/ Chandigarh/HP/J&K	7	dachr.region3@jsi.org.in
Sikkim/Jharkhand/Chattisgarh/MP/Gujarat/Goa/Kerala	7	dachr.region4@jsi.org.in
Assam/Meghalaya/ Mizoram/Ar.P/Manipur/Tripura/Nagaland	7	dachr.region5@jsi.org.in

Duties and responsibilities

1. Lead the Annual and Quarterly Forecasting Exercise in coordination with program divisions at SACS and RLC.
2. Lead the monthly Supply-Demand Planning, Allocation, Inventory management Relocation and Stock Reconciliation if required of all goods and commodities.
3. Responsible for monitoring the overall supply chain performance in the State Review and proactively manage the stock situation and identify bottlenecks in the state.
4. Responsible for overseeing the Variance Analysis Exercise at the State Level along with the SACS Program Officers
5. Responsible for identifying the optimal transportation option for the state along with the Store Officer
6. Build capacity and identify training required to address the bottlenecks either through short term or longer term interventions
7. Identify opportunities for optimization of supply chain through integration, upgrading systems and optimal stock management

8. Assess storage/ warehousing requirements of the supplies procured centrally by DAC / SACS and ensure Storage Quality of the warehouse; facilitate Store Officer to execute supply chain best practices
9. Conduct Exercise with Store Officer and AD Procurement
10. Review and implement SOPs at a State, District and Facility Level
11. To perform other related tasks as required by SACS.

Qualification and Experience

Essential:

- Graduate degree in Science/ Pharmacy/ Commerce / management.
- Diploma Certification in supply chain / Operation / Material Management will be an added advantage.
- Minimum 2 years' experience in supply chain / operation management preferable in drug commodities.
- Proficiency in the usage of computer (MS office)
- Written and spoken proficiency in English and Hindi and local language.
- Written and spoken proficiency in Hindi and English.

Remuneration: Rs. 20000 /- per month consolidated.

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

Age: Not more than 60 years

Interested candidates are encouraged to apply with an updated CV with subject line "**State Logistics Coordinator clearly specifying location preference(s)**". The CV is to be send at the email id created for the group of States mentioned in the table above along with the SACS & number of positions.

The last date for submission of application is **12.7.02014**.

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 **2 Regional Procurement Logistic Coordinators** in the Procurement Division, Department of AIDS Control, New Delhi to be placed at Gujarat and Lucknow on contract basis.

Duties and responsibilities

1. Build capacity of SACS and peripheral staff on forecasting, allocation & procurement in consultation with programme managers of SACS.
2. Conduct training and provide handholding support for SACS procurement and stores officials in procurement and inventory management function.
3. Assist in the preparation of procurement plan for the SACS within 1 month of approval of Annual Action Plans (AAPs) by DAC and monitoring the same regularly.
4. Assist in the preparation of broad technical specifications, cost estimates, qualification criteria, Request for Quotation (RFQ) document for procurement of equipment, furniture and medical supplies in coordination with the procurement officials and in-charge of programme division at SACS.
5. Provide guidance to procurement officials of SACS in preparing comparative statements / evaluation reports, letter of contract award and resolving contract implementation issues.
6. Provide guidance to Programme Division of 'Information, Education and Communication' (IEC) and 'Targeted Intervention' (TI) division of SACS in preparing TOR, performance requirements for consulting and non-consulting services required as per AAPs.
7. Assess storage/ warehousing requirements of the supplies procured centrally by DAC.
8. Maintaining list of drugs, kits and other medical supplies delivered for use at various units (ICTC / PPTCTC / Blood Banks / ART Centers) under respective SACS.
9. To monitor, report and provide oversight to the stock position of various items including indication of under-stocking / overstocking / expiry of goods to SACS based on the consumption pattern.
10. Acting as link between Procurement Agent and SACSs for inventory management and relocation of goods wherever required.
11. Assist Procurement Agent in conducting post delivery inspection of drugs / Kits at regular intervals.
12. The PLCs are required to submit weekly reports to Deputy Secretary (A&P), DAC covering activities performed, states/facilities visited etc. in the format provided by NACO. The copy of such a report should also be submitted to Project Director of concerned SACS.
13. To perform other related tasks as required by DAC.

Qualification and Experience

Essential:

1. University PG degree in commerce / Science/ Pharmacy/ engineering / management. Diploma in material management will be added advantage.
2. Minimum 5 years experience in procurement and logistics / supply chain management of health products would be an added advantage.
3. Proficiency in the usage of computer (MS-Word, MS-Excel, MS Access)
4. Written and spoken proficiency in Hindi and English and local language.

Remuneration: Rs. 47200 /- per month consolidated.

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

Age: Not more than 60 years

Interested candidates are encouraged to apply with an updated CV at the following email dachr.rplc@jsi.org.in with subject line “**RPLC- specifying the location**”.

The last date for submission of application is **12.07.2014**.

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