



Kerala State AIDS Control Society
Red Cross Road, Thiruvananthapuram-695035
Phone : 0471-2304882, 2304704, Fax : 2305183

No: 4619/2018/AdmnIII/KSACS

22nd October 2018.

Applications are invited for the following posts in Kerala State AIDS Control Society. The last date of receiving application is **15.11.2018 at 5 PM**. Application form can be downloaded from the web site www.ksacs.kerala.gov.in.

Category No.	Designation	Mode of Appointment	No of vacancy
09/2018	Assistant Director(CST)	Contract	1
10/2018	Deputy Director (M&E)	Contract	1
11/2018	Assistant Director(Doc &P)	Contract	1
12/2018	Assistant Director(Documentation)	Contract	1
13/2018	Assistant Director (Youth Affairs)	Contract	1
14/2018	Assistant Director (VBD)	Contract	1

For more details log on to the website: www.ksacs.kerala.gov.in

Sd/-
Project Director



Kerala State AIDS Control Society
Red Cross Road, Thiruvananthapuram -695035
Phone : 0471-2304882, 2304704, Fax : 2305183

No: 4619/2018/AdmnIII/KSACS

22.10.2018

Applications are invited for the following post on contract basis in Kerala State AIDS Control Society.

Category No.	Designation	Mode of Appointment	No. of vacancy	Qualification & Experience	Vacancy at
09/2018	Assistant Director(CST) (Consolidated pay of Rs 25,000/-)	Contract	1	University degree in Medicine or Nursing or pharmacy /Masters in Public Health or Health Management or Social Work or in any other relevant field with minimum 3years of experience in Health sector.	Thiruvananthapuram (HO)
10/2018	Deputy Director (M&E) (Consolidated pay of Rs 36,200/-)	Contract	1	MD/DNB (Community Medicine)/ Masters in Public Health/ Masters in Health Administration/ Masters in Applied Epidemiology 3-5 years experience in the field of public health Working knowledge of computers including MS office package and SPSS Desirable Knowledge of epidemiological analysis, modeling and biostatistics Past experience of working in HIV/AIDS programme or projects under government or bilateral/ multi-lateral agencies in India	Thiruvananthapuram (HO)
11/2018	Assistant Director(Doc &P) (Consolidated pay of Rs 25,000/-)	Contract	1	Bachelor's Degree from a recognized university/institute. Min 3 yrs exp in the field of developmental/health communication including planning and implementation in of IEC campaign Desirable : Exp in the field of advertising Experience in preparation of Audio Visual Aids and display material Knowledge of modern training techniques. Working knowledge of local language Experience in handling Outdoor/mid-media activities/event management etc.	Thiruvananthapuram (HO)

12/2018	Assistant Director (Documentation) (Consolidated pay of Rs 25,000/-)	Contract	1	Post graduate in Social sciences/Humanities or any other related field. Minimum 3 years of relevant work experience like working with community based development projects, especially HIV/AIDS or health sector Experience in documentation, communication activities Excellent written and oral communication skills in Hindi and English Excellent report writing, interpersonal and communication skills Desirable Experience in editing of publications Experience of writing/ editing for magazines, newspapers, blogs Published articles or reports in reputed journals, magazines, newspapers etc.	Thiruvananthapuram (HO)
13/2018	Assistant Director (Youth Affairs) (Consolidated pay of Rs 25,000/-)	Contract	1	Master's degree in sociology/social work /humanities from a recognized institution Desirable: Member of NSS for 3 Years/C certificate holder of NCC. Maximum Age 30 years .	Thiruvananthapuram (HO)
14/2018	Assistant Director (Voluntary Blood Donation) (Consolidated pay of Rs 25,000/-)	Contract	1	Essential: (i) Recognised PG degree in social science/sociology/social work. (ii) At least 3 years experience in organizing Blood Donation (iii) Preferably regular Voluntary Blood Donor (iv) Knowledge of donor motivation, donor recruitment and donor retention. (v) Knowledge of local language.	Thiruvananthapuram (HO)

Age Limit

The maximum age limit of contractual post is 60 years as on 31.03.2019.

The maximum age limit of for the post of Assistant Director (Youth Affairs) is 30 years.

Salary

Assistant Director : Rs 25,000/-

Deputy Director : Rs 36,200/-

General Conditions

Contract

Application form can be downloaded from the web site www.ksacs.kerala.gov.in.

Application in the prescribed format along with attested copies of relevant certificates showing qualification and experience may be sent by post. The Application without signature will be summarily rejected.

Separate applications may be send for more than one position.

Before applying, candidates should ensure that they fulfill all the eligibility criteria mentioned in the advertisement.

The selection process will be based on academic qualification and experience and may also include written test/skill test (wherever required), interview as may be decided depending on the total number of eligible applicants. Selection process will be held at Trivandrum.

Kerala State AIDS Control Society reserves the right to cancel this notification and/or to limit the appointment to certain area.

In case of false or insufficient information/lack of proof to ascertain the eligibility of the applicant, their candidature will summarily be rejected at any stage of the selection process.

Documents to prove Qualification, Age, Experience etc. have to be produced as and when called for.

Only duly signed bio data will be considered.

Contract will be initially for a period of one year which may be extended further at the discretion of the Kerala State AIDS Control Society. Application may be sent to "The Project Director, Kerala State AIDS Control Society, Red Cross Road, Thiruvananthapuram-695035. **The envelope should be super scribed with the name of the post for which application is being made. Other applications will be rejected.**

Last date of receiving applications is **15/11/2018**. Applications received after **5 pm on 15/11/2018** will be summarily rejected.

Project Director

Duties & Responsibilities

09/2018 : Assistant Director(CST)

1. To undertake regular visits to service delivery points (share sites visited with JD CST to avoid duplication for assessment of: • Facilities providing ART and HIV/AIDS care, • Laboratories for CD4 testing including supply of CD4 kits.
2. To assist JD (CST) in conducting regular review meetings of ART centre and State Grievances Redressal Committee (SGRC) meetings.
3. To compile the monthly drug summary sheets from all the ART centres and help JD CST in analyzing the same.
4. Focal point for supply and utilization of ARV drugs, relocations and monitoring of stocks of ARV drugs and coordination with NACO to avoid any drug stock outs or expiry of ARV drugs
5. Monitor procurement, supply and availability of OI and PEP drugs.
6. Responsible for coordinating for training of all categories of health care providers.
7. Any other duty assigned by JD CST or DD CST
8. AD CST will work under guidance of JD CST. In the States where there is no JD or DD CST, AD CST will be the in charge of CST

10/2018 : Deputy Director (M&E)

1. Administrative head of SIMU at SACS
2. Overall responsible for all the SIMU activities in the state including Monitoring & Evaluation, Surveillance, Research and data analysis.
3. Develop annual action plan for SIMU activities in the state during each financial year
4. Implement all the activities as per the annual action plan approved by NACO, with the support of Epidemiologist & M&E Officers
5. Manage budgets and finances related to SIMU activities under the annual action plan and ensure timely booking of expenditures in CPFMS
6. Manage procurement & supply of material required for Surveillance activities as per the directions of NACO, from time to time
7. Organise trainings under Surveillance & M&E as per the annual action plan and directions of NACO, from time to time; act as resource person
8. Release budgets to HSS Sentinel Sites and Testing Labs as per the approved norms, obtain UC & SOE and settle the accounts in a timely manner
9. Advertise and recruit for vacant positions in SIMU at SACS; Coordinate with NACO for relevant administrative approvals
10. Guide, supervise and handhold the M&E assistants in DAPCUs in the state
11. Monitor all the routine programme reporting from various reporting units in the state through SIMS, supervise & handhold RUs to ensure 100% reporting every month in time
12. Identify and address all M&E requirements at the reporting units in the state including training of new staff in reporting formats & SIMS, ensuring access to computer & internet, necessary administrative approvals at facility level for smooth reporting, etc.
13. Review and analyse monthly programme data with the support of Epidemiologist & M&E Officer and bring out monthly/ quarterly/ annual SIMS bulletins
14. Bring out annual surveillance reports, M&E bulletins and other analytical publications from SIMU at SACS

15. Participate in all national & regional level meetings related to SIMU as specified by NACO from time to time
16. Undertake operational research activities of programmatic relevance
17. Undertake regular analysis of various data at state level to provide meaningful recommendations to the programme implementation from time to time
18. Carry out any other work assigned by the reporting officer from time to time

11/2018 : Assistant Director(Doc &P)

1. Documentation of IEC activities
- 2 Assist in organizing development of IEC materials, its dissemination and availability at different service points
- 3 Designing and production of SACS Newsletter
- 4 Assist JD (IEC) in collecting reports from field for IEC activities and reporting in SIMS on monthly basis
- 5 Undertake supervisory field visits to monitor and evaluate IEC programmes
 - 6 Any other activity related to IEC as assigned from time to time

12/2018 : Assistant Director(Documentation)

1. Responsible for specific documentation assignments including process documents, case studies, best practices, situational analysis, status reports, photo documentation and others
- 2 Plan and organize documentation activities as per an annual documentation plan including desk research, field documentation templates, analysis, and writing of reports
- 3 Organize dissemination meetings and conferences as needed/ planned by SACS
- 4 Responsible for production of promotional materials, including program documentation and case studies, annual reports and newsletters
- 5 Prepare relevant press releases for print/ mass media
- 6 Plan and conduct trainings to impart/ improve documentation skills of SACS staff including procedures and guidelines for documenting events, best practices, project implementation

13/2018 : Assistant Director (Youth Affairs)

1. Create a youth profile in the context of HIV, keeping in mind their vulnerability factors
2. Design interventions for creating awareness for behaviour change and enhancing access to services
3. Implement specific district-based programmes for vulnerable youth at the community level
4. Mobilize support of multiple stakeholders like key Government Ministries /Departments, Corporate sector and Civil society organizations and establish systems that will sustain initiatives being undertaken
5. Coordinate youth programmes being implemented by donors, other Government Departments etc.
6. Monitor programme activity and achieve indicators laid down
7. Provide technical inputs in preparation of the HIV related IEC for the Youth
8. Facilitate the formation of Red ribbon clubs in the State
9. Undertake field trips at district /village level to monitor the implementation and identify the gaps/needs.
10. Provide support to national initiatives on Youth
11. Facilitate in the implementation of the Link Worker Scheme in the districts

12. Coordinate with various State Youth agencies (Government and Non government) to conduct HIV awareness among the youth

14/2018: Assistant Director (VBD)

1. Management and administrative facilitation of Blood Transfusion Services programme in the state with specific emphasis on Voluntary blood donation as per operational and technical guidelines of DAC/NBTC.
2. Responsible for physical, financial and facility target achievement in the programme as per approved annual action plan.
3. Develop state level strategies for promotion of VBD & phasing out of replacement blood donation based on DAC/NBTC guidelines.
4. To prepare Quarterly camp schedule for DAC supported blood banks as per their requirement.
5. Visit all DAC supported BCSU each quarter to monitor the voluntary blood donation.
6. Conduct field visits to poor performing districts of the state to develop district level strategies for improving VBD.
7. Monitor the blood bank counselors with respect to donor screening, counseling and motivation.
8. Coordinate actively with state blood transfusion, state chapter of IRCs, Red Ribbon Clubs, Voluntary organizations, Association of Voluntary Blood Donors, Organisations of Donor Motivators, Youth Organisation and others to conduct awareness activities on Voluntary Blood donation to improve donor motivation recruitment and retention.
9. Hold quarterly coordination meetings with incharges of DAC supported Blood Banks and camp organizers to facilitate VBD.
10. Facilitate release and monitor the financial expenditure(VBD camps, IEC donor refreshment) for organizing the camps.
11. Facilitate capacity building trainings on Donor Motivation, retention, and recruitment.
12. Support JD/DD in streamlining and strengthening SIMS reporting from DAC supported Blood Banks.
13. Participate in conduction of periodic review of the programme at state level.
14. Maintain supply chain and logistics of commodities supplied under the programme through DAC to the DAC supported Blood Banks.
15. Establish and maintain referral linkages between Blood Banks to ICTC/DSRC/OPD for referral of seropositive donors.
16. Take up any other work as assigned by the Project Director from time to time.



APPLICATION FORM

Paste your recent
passport size
photograph here

Post Applied For* :

Category number* :

Name (in Block Letter)* :

Age* :-

Date of birth (dd-mm-yyyy)*:

Gender* : Male Female

Marital status* :

Religion : Caste :

Address for communication*:
(With PIN code)

Permanent Address * :

Phone (With STD Code)* :

Mobile* :

Email :

Languages known* :

Are you a regular employee of State Govt. Or Central Govt. : Yes No

If Yes Give Details

Are you convicted in any criminal case or an accused in a criminal case : Yes No

If Yes Give Details

Educational Qualifications*:

Qualification	School / College / Institute	University /Board	% of mark	Year of passing
SSC / 10 th /				
PDC / 12 th /				
Graduation				
Post Graduation				
Any other				

Work Experience*:

Period		Organisation	Designation	Job responsibilities
From	To			

*These fields are **mandatory**. Attested copies of Certificates showing qualification and experience shall be attached. The applicants for deputation should attach No Objection Certificate from the Head of Department.

DECLARATION

I hereby declare that the above mentioned details are true and correct to the best of my knowledge. I understand that my candidature will be cancelled if any information mentioned above found to be false or incorrect.

Date:

Signature:

Place:

Name:

(For Office use only)

1)Certificates Enclosed

Yes

No

2)Qualification Adequate

Yes

No

3)Experience Adequate

Yes

No

4)Whether eligible to shortlist

Yes

No

If no, reason for Rejection :

Date:

Project Director