



**Govt. of Jharkhand**  
**Jharkhand State AIDS Control Society**  
**Dept. of Health & Family Welfare**  
**Sadar Hospital Campus, Purulia Road, Ranchi**  
**Tel/Fax – 2211018, Website – [www.jsacs.org.in](http://www.jsacs.org.in)**

Adv. No:-01/JSACS/2020-21

Last date of Application :- 2/11/2020

**VACANCY NOTICE**

Jharkhand State AIDS Control Society, Dept. of Health & Family Welfare, Govt. of Jharkhand invites application from interested professional/ candidates for the post mentioned below on purely contractual basis -

S. No	Name of the Positions	Number of Posts	Remuneration Monthly	Type of Post
1.	Joint Director (TI)	01	Rs.48,500/-	Contractual
2.	Joint Director (IEC)	01	Rs.48,500/-	Contractual
3.	Dy. Director (ICTC)	01	Rs.36,200/-	Contractual
4.	Dy. Director (IEC)	01	Rs.36,200/-	Contractual
5.	Assistant Director (Mass Media)	01	Rs.25,000/-	Contractual
6.	Assistant Director (Youth Affairs)	01	Rs.25,000/-	Contractual
7.	HR Officer	01	Rs.25,000/-	Contractual
8.	Procurement Assistant	01	Rs.17,000/-	Contractual

The details regarding Qualification & Experience, Terms of Reference are available on the website of Jharkhand State AIDS Control Society i.e. [www.jsacs.org.in](http://www.jsacs.org.in).

**Note:-**

1. The appointment of professionals will be purely on contract basis for a period of one (1) year, which may be extended after the annual review of performance, output and desired impacts. However, the contract may be terminated in the case of unsatisfactory service.
2. The successful candidate will have to sign a contractual agreement.
3. The contract shall not confer any rights or claim of extension/ absorption in the department. The candidate will have to produce an affidavit in the case.
4. These are all posts for state level.
5. The remuneration will be paid as per NACO norms/ order/guidelines.
6. Request for transfer will not be entertained and subsequently contract may be terminated.
7. Candidature of the applicant is liable to be cancelled if any discrepancy is found in the documents submitted at any stage and legal action will be taken for the same.
8. No TA/DA will be admissible to appear for Written Exam/ Interview or both.
9. The maximum age limit for apply will be 62 years.
10. The maximum age for Asst. Director(Youth Affairs) is 30 years as mentioned in the eligibility criteria and Terms of Reference provided by NACO under NACP-IV.

11. The selection of the candidate will be completely on the basis of Requisite Qualification, Requisite Experience and on the basis of merit list prepared after Written Exam/ Interview or both.
12. The Project Director, Jharkhand State AIDS Control Society, Ranchi reserves the right to cancel/ postpone the recruitment wholly or partially if so required. No claim will be admissible in case of such cancellation/ postponement.
13. The decision of the Society in any matter relating to the recruitment at any stage of the recruitment process will be final and binding upon the candidates. No correspondence or personal queries in this regard shall be entertained.
14. The application form made available by offline/postal/hand/any other mode shall not be entertained and summarisely rejected.
15. **A non-refundable application fee for all Category is Rs.1,000/- (One Thousand rupees only ) through online payment Gateway.**
16. **Physically Disabled candidates (with at least 40% disability) are exempted from examination fees.**
17. Candidates wish to apply for more than one post will have to submit separate application along with application fee.
18. All disputes will subject to jurisdiction of Hon'ble High Court, Jharkhand.
19. Last date of receiving the application is .....02/11/2020..... **till 05.00 pm.**

### **How to Apply**

1. Candidate will find the whole advertisement at bottom left side as **Latest Recruitment** of the <http://recruitment.jharkhand.gov.in>.
2. Candidate has to register herself/himself on recruitment portal using **Register** tab on the Home page of <http://recruitment.jharkhand.gov.in> .For which the whole process flow has been attached as **Annexure-I**
3. After successful online payment candidate will get payment receipt and his/her application process will be completed. Candidate should keep safely his/her Application Req.ID and password.
4. For any difficulty in submitting application send e-mail on [Jharkhand.recruitment@rediffmail.com](mailto:Jharkhand.recruitment@rediffmail.com) at least day before closure of application deadline i.e.....02/11/2020.....till 05:00PM.

**Sd/-**

**Project Director**

# THE DETAILS OF DESIRED QUALIFICATION EXPERIENCE & TERMS OF REFERENCE

## 1. Joint Director (TI)

Qualification & Experience	Terms of Reference
<p>Post graduate degree in Social Science ( Sociology/ Anthropology/ Psychology/ Social Work/ Public Admin) from a recognized university with 8 years' experience in Social development sector including 4 years working experience in HIV/AIDS sector at State level</p>	<p>1. Promote the involvement of NGOs/CBOs in targeted intervention / HIV / AIDS intervention programme 2. Plan and ensure the saturation of coverage of 'core target and Bridge population" through scaling up of TIs 3. Conduct regular filed visits to Monitor the progress of the 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 stakeholders (government, civil society/NGO and donors) 6. Monitor progress of TI as per financial and physical indicators 7. Conduct quarterly meetings with TI NGOs at state or regional level.</p>

## 2. Joint Director (IEC)

Qualification & Experience	Terms of Reference
<p>PG Degree from a recognized university/institute. Or MBA Min 8 yrs. Exp. in the field of developmental/health communication including planning and implementation in of IEC campaign B. Desirable: PG Degree/ PG Diploma in Mass Communication Exp. in the field of advertising Experience in preparation of Audio Visual Aids and display material in a responsible position, Knowledge of AV Media &amp; proficiency in handling audio-visual aids for training purposes. Knowledge of modern training techniques. Working knowledge of local language Experience in handling Outdoor/mid-media activities/event management etc. for Assam, Manipur, Nagaland and Mizoram, J&amp;K, Arunachal Pradesh, Meghalaya, Goa, Tripura, Sikkim, Pondicherry, Chandigarh, Daman &amp; Diu, Dadra &amp; Nagar Haveli, Lakshadweep and Andaman &amp; Nicobar)experience to be relaxed to 5yrs</p>	<p>1. Draw up an Annual Action Plan as per IEC and Mainstreaming strategy under NACP IV and ensure its implementation 2. Ensure development of IEC materials and its dissemination through different media channels 3. Coordinate with different stakeholders for implementation of IEC plan 4. Liaison with NRHM for possible convergence in dissemination of messages 5. Ensure availability of IEC Materials at different service centres 6. Sensitize and engage media and health journalists on issues pertaining to HIV/AIDS. 7. Advocacy of different stakeholders such as political leaders, Panchayats and other key influencers. 8. Undertake supervisory visits in the field and ensure monitoring and evaluation of IEC/Mainstreaming programmes 9. Draw up a training calendar and its implementation 10. Compile and submit a monthly assessment report to DAC on IEC plans and programme implementation in the state 11. Reporting in SIMS</p>

### **3. Dy. Director (ICTC)**

<b>Qualification &amp; Experience</b>	<b>Terms of Reference</b>
<p>MBBS with PG Degree/Diploma in Community Medicine/ PSM/ Community Health Administration or equivalent in public health fields with minimum 2 years' experience after MBBS including PG Degree/ Diploma duration OR MBBS with 5 years' experience, preferably in public health care systems OR M.Phil. (desirable PhD) degree in Psychology/ Social Work/ Sociology/ Clinical Psychology/ Medical Microbiology with minimum 3 years' experience after M.Phil. or 2 years' experience after PhD</p>	<p>1 Monitor and supervise the implementation of ICTC/PPTCT/HIV-TB programme in the state. 2. Plan and supervise the implementation of scale up plan for ICTC services to the level of CHCs, 24 hrs. PHCs and Private Sector Health Institutions. 3. Make regular field visits to ICTCs in the state, especially to poorly performing centres. 4. Organize quarterly review meetings of District Supervisors and all Counsellors of ICTCs. 5. Liaise with senior officials of the National Rural Health Mission (NRHM) and regularly conduct coordination meetings. 6. Liaise with the State TB officer and conduct meetings of the State HIV-TB coordination committee every quarter. 7. Organize steering committee meetings every quarter for Global Fund projects. 8. Organize quarterly review meetings of Project Coordinators and Outreach Workers of all NGOs doing outreach work for PPTCT/ HIV-TB. 9. Supervise the selection and training of counsellors and LTs for ICTCs. 10. Supervise the selection and training and posting of district coordinators for ICTCs in A and B category districts. 11. Monitor the quality of training/capacity building being imparted in institutions of excellence identified by NACO for training of counsellors and LTs from the state. 12. Prepare the state annual physical and financial plan for ICTCs 13. Make annual forecast of rapid test kits and consumables and prophylactic Nevirapine required for ICTCs 14. Assist the Project Director in preparing replies to Legislature/Parliament Questions, reports to various Departments of the State Government including the Health and Family Welfare Department on issues pertaining to ICTC/PPTCT/HIV-TB. 15. Supervise the work of the Assistant Director (ICTC) and other members of the ICTC team such as PPTCT M &amp; E Officer, HIV-TB Consultant, and NGO Coordinator.</p>

### **4. Dy. Director (IEC)**

<b>Qualification &amp; Experience</b>	<b>Terms of Reference</b>
<p>PG Degree from a recognized university/ institute. Or MBA Min 5 yrs. exp. in the field of developmental/ health communication including planning and implementation in of IEC campaign B. Desirable: PG Degree/ PG Diploma in Mass Communication Exp. in the field of advertising PG Degree from a recognized university/ institute. Or MBA Min 5 yrs. Exp. in the field of developmental/ health communication including planning and implementation in of IEC campaign B. Desirable: PG Degree/ PG Diploma in Mass Communication Exp. in the field of advertising PG</p>	<p>1 Assist in preparation of Annual Action Plan as per IEC strategy under NACP IV and ensure its implementation 2 Assist in organizing development of IEC materials, its dissemination and availability at different service points 3 Development and implementation of state specific mid media, out- door, and events at state and district level 4 Undertake</p>

<p>Degree from a recognized university/ institute. Or MBA Min 5 yrs. Exp. in the field of developmental/ health communication including planning and implementation in of IEC campaign B. Desirable: PG Degree/ PG Diploma in Mass Communication Exp in the field of advertising Experience in preparation of Audio Visual Aids and display material in a responsible position, Knowledge of AV Media &amp; proficiency in handling audio-visual aids for training purposes. Knowledge of modern training techniques. Working knowledge of local language Experience in handling Outdoor/ mid-media activities/ event management etc. for Assam, Manipur, Nagaland and Mizoram, J&amp;K, Arunachal Pradesh, Meghalaya, Goa, Tripura, Sikkim, Pondicherry, Chandigarh, Daman &amp; Diu, Dadra &amp; Nagar Haveli, Lakshadweep and Andaman &amp; Nicobar)experience to be relaxed to 3yrs</p>	<p>supervisory field visits to monitor and evaluate IEC programmes 5Any other activity related to IEC as assigned from time to time.</p>
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### **5. Assistant Director (Mass Media)**

<b>Qualification &amp; Experience</b>	<b>Terms of Reference</b>
<p>Post graduate degree in Advertising/Mass Communication/ MBA Minimum 3 years experience in the field creative development of audio-visual materials (radio, TV, film) and their production A good understanding of different media channels of mass media, mid/outdoor media/ interpersonal communication Excellent written and oral communication skills in Hindi and English Desirable Prior experience in developing/ managing HIV and/or social/health campaigns Skills of Photoshop, PageMaker, Coral draw and other print material designing format</p>	<p>1 Based on requirements of different programme divisions identify and develop campaign objectives and messages 2 Based on an understanding of previous efforts, determine need gaps and propose mass media interventions on relevant themes 3 Design creative briefs for creative agency for 360 degree communication campaigns 4 Supervise the development of scripts, pre-testing, revisions and their approvals 5 Oversee the pre – production and execution of mass media content (casting, locations, shooting, editing etc.) for television as well as print and radio. 6 Guide the development of the media plan for campaign dissemination 7 Oversee all aspects of translation, dubbing and duplication of mass media content at SACS 8 Participate in the design of reach and recall /impact assessment studies of rolled out mass media campaigns</p>

### **6. Assistant Director (Youth Affairs)**

<b>Qualification &amp; Experience</b>	<b>Terms of Reference</b>
<p>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.</p>	<p>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</p>

	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.
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## **7. HR Officer**

<b>Qualification &amp; Experience</b>	<b>Terms of Reference</b>
Masters/ Bachelor's Degree in any discipline; At least 3 years professional work experience preferably in managing HR tasks; Knowledge and experience in using appropriate software and other computerized Microsoft office Ability to organize and prioritize workloads, meet deadline and targets	HR Officer shall work under the direct supervision of the PD/APD and carry out following responsibilities: 1. Coordinate staff recruitment and selection process in order to ensure timely filling of all posts; 2. Ensure performance assessment and annual raise is administered as per DAC guidelines; 3. Maintain data of all staff working at SACS and facility levels specifically related to nature of appointment, joining and leaving, skill set, annual increment, etc.; 4. Implement human resources policies and procedures; 5. Create a conducive environment where staff is able to deliver effectively; 6. Provide regular progress report to the reporting officer and to DAC ; and 7. Carry out any other works as required by the project.

## **8. Procurement Assistant (Procurement & Store)**

<b>Qualification &amp; Experience</b>	<b>Terms of Reference</b>
B. Com with 5 years experience preferably in skills procurement with Computer	Allocating the drugs to ART Centres as per requirement in in line with the drug supplies