

**Name of the Post : Programme Officer (Data Entry and Verification)**

**No. of Post : 01**

**Location : Mumbai**

**Duration : Upto March 2024**

**Total salary CTC : Upto Rs. 31,000 p. m.**

**Last date of application : 10 June 2021.**

Saksham which means "Capable" or "Self-reliant" in Sanskrit is a TISS project that implements counselling services for Drug Resistant (DR) TB patients in collaboration with the Mumbai District Tuberculosis (TB) Control Society (MDTCS). The programme supported by the Global Fund for AIDS, TB and Malaria was initiated in August 2014

**Terms of Reference for the position of Data Entry & Verification Officer**

- Identifying, Mentoring and Coordination with the Peer Counsellors for Tele Counselling.
- Capacity Building of Peer Counsellors.
- Managing the data of the Peer Counsellors, verification and quality control.
- Developing monthly and quarterly reports.
- Maintaining task log of Peer Counsellors.
- Undertaking administrative aspects viz leave management, submitting attendance sheets of Peer Counsellors to the Finance Team.
- Co-ordination with DTOs for data gathering, submission, sharing reports and assigning tasks to Peer Counsellors.
- Supporting Programme Officer, Mumbai for Counsellor reporting aspects.
- Supporting the Capacity Building Specialist for coordination with Regional Hubs.
- Any other task assigned by Senior Programme Manager and Regional Co-ordinator.

**Required Qualification:**

- **MSW/MA Psychology/ MHA/MPH and other allied fields.**

**Essential Skills:**

- Willingness to undertake extensive travel in Mumbai.
- Minimum 5 years experience in similar fields.
- Previous experience in the area of counselling / TB /HIV will be given preference.
- Proficiency in excel and report development will be given preference.
- Local Mumbai and agglomerate candidates will be given preference.

**Application Procedure**

Please apply on the following link: <https://forms.gle/VPa53W5MbpkZsro19>

**\*\*\*\*\* Only short-listed applicants will be called for interview \*\*\*\*\***

Finance & Admin Manager

Saksham Pravaah