

Avert Society

Name of the Project:	Avert – USAID assisted Project on Prevention and Control of HIV/AIDS in Maharashtra
Place of Posting:	Mumbai, Maharashtra
Title of the Position:	Project Director
Reporting to:	Chairperson and Governing Board of Avert Society

Background

The Avert Society (www.avertsociety.org) is a joint project of USAID, NACO and Government of Maharashtra. It implements HIV/AIDS prevention, care and support program in six districts of Maharashtra. The Avert Society coordinates with the Maharashtra State AIDS Control Society in developing various systems for effective delivery of prevention, care and treatment services including NGO support. It supports the Maharashtra State AIDS Control Society and Mumbai District AIDS Control Society to plan, implement and monitor a HIV/AIDS program which is being scaled up significantly in the NACP-3. The Avert Society supports the priorities and policies of the phase 3 of the National AIDS Control Program and the state priorities.

Description

The overarching purpose of this position is to provide leadership to the Avert Society and be responsible for achieving the project's vision and strategy. This is a challenging post, set in the context of strengthening the state's capacity to implement HIV prevention, care and treatment programs, directing the project team and coordinating with state AIDS societies, the Government of Maharashtra, NGOs and other partners to implement such a large state level Program Management Unit. The Director has overall program and fiscal responsibility for the project including achieving program results, financial accounting and reporting, supervising over 25 professionals and ensuring compliance with procedural requirements and regulations.

Specific duties and responsibilities include:

- a) **Lead the development of strategies and plans for successful implementation of the HIV/AIDS activities of Avert Society in Maharashtra.**
- b) **Responsible for the development of the project annual action plan including financial planning.**
- c) **Monitor the project progress and responsible for the achievement of the project outputs and outcomes including financial progress.**
- d) **Strategic planning, management, implementation and monitoring of all Avert programs in the state**

- e) **Organize Governing Board meetings including preparation of agenda notes, reporting progress of project activities, preparing minutes of the meeting and follow-up actions.**

- f) **Coordinate with Maharashtra State AIDS Control Society (MSACS), Mumbai District AIDS Control Society (MDACS), Directorate of Health Services, USAID partners, CDC and other donors in the state for developing the capacity of the state to implement and scale up HIV/AIDS prevention, care and treatment programs in the state.**
- g) **Develop a plan for leveraging resources from the state government, other donors, private and corporate organizations for HIV/AIDS prevention, care and treatment programs.**
- h) **Develop systems to channelize technical support of other US Government supported programs in the areas of communication, condom social marketing and care and treatment.**
- i) **Provide oversight, monitoring and manage the performance of the project partners including NGOs, CBOs, institutions/agencies contracted for services/awarded grants in accordance with the terms of the grant or contract.**
- j) **Build a strong project team through motivation, team building and training and supervise staff for better performance.**
- k) **Organize periodic program review meetings with project staff and monitor the progress of each component of the Avert Society.**
- l) **Maintain sound procurement, financial and accounting systems to ensure compliance to the Avert Society, Government and USAID financial guidelines and procedures.**
- m) **Develop a plan and ensure a good system of documenting and disseminating results and best practices through publications, workshops and services.**
- n) **Develop a vision and strategic plan for building the capacity of the state for long term sustainability of the HIV/AIDS prevention, care and treatment program.**
- o) **Represent in the state level donor coordination meeting to share information and avoid duplication of efforts.**

Qualifications and skills:

- **A Masters Degree qualification in Social Sciences or Management or Public Health (MD in Community Health or Masters in Public Health or equivalent) or any similar professional qualifications.**
- **Minimum 10 years experience and demonstrated leadership in health and development programs including 5-7 years in a senior program position. Preference will be given to candidates managing complex donor funded programs preferably in the field of HIV/AIDS or health issues.**
- **Good understanding of best practices in public health preferably in HIV/AIDS and demonstrating sound knowledge and mature judgment of core issues in the health and development sector.**
- **Excellent interpersonal and supervisory skills, capable of directing and managing change, and inspiring teamwork and motivating staff and partners to achieve results.**
- **Demonstrated leadership in working and collaborating with various stakeholders including Government, donor agencies, NGOs, private institutions and other partners.**
- **Working knowledge of Window based applications, internet and intranet.**
- **Knowledge of Marathi language will be preferred.**

Core competencies which the successful applicant should demonstrate are:

- **Visioning, Planning, Directing and Delivery of work**
- **Team Building**
- **Analysis and use of information**
- **Decision making**
- **Managing change**
- **Excellent verbal and written communication**

Terms & Conditions:

- **The post is based in Mumbai. The post holder will be required to travel within Maharashtra State. There will be some outside travel to Delhi or other cities.**
- **The total remuneration package CTC monthly would be Rs. 1.5 lac. (this is inclusive of all benefits)**
- **Mobile phone will be provided for official use**
- **Car will be provided for official use only (need based).**
- **The selected candidate is expected to join office at the earliest**
- **This will be a two-year contract renewable on the basis of satisfactory performance.**
- **Interested candidates may send their CV's Hard copy to**

**Project Director In-charge,
Avert Society, Acworth Complex,
R.A. Kidwai Marg, Wadala,
Mumbai 400 031**

And/or email to the careers@avertsociety.org

- **Application should reach Avert Society on or before 25th August 2008 at 5:30 p.m**

Only short-listed candidates will be called for the interview.

All government employees should apply through proper channel