

Government of India  
Ministry of Health & Family Welfare  
Department of AIDS Control

6th and 9th Floor, Chanderlok Building,  
36 Janpath, New Delhi - 110001

Applications are invited for appointment to the post of Programme Officer (Counselling) on contractual basis.

**Duties and Responsibilities of Programme Officer (Counselling):**

1. Coordinating with different divisions at Department of AIDS Control/ GOI to ensure quality of HIV counseling offered through the ICTC, ART, TI, CCC, STI, Blood safety etc. under NACP.
2. Develop and strengthen quality assurance systems for HIV counseling within the National AIDS Control Programme(NACP)
3. Conducting Training Needs Assessment for different cadres of staff providing HIV counseling services and for nurses posted at various facilities.
4. Development of curricula, modules and other materials for training on HIV counseling and training of nurses.
5. Planning trainings and preparing training calendars and training schedules for counselors and nurses.
6. Ensuring the effective roll out of trainings for counselors and nurses through smooth coordination with states and training institutes.
7. Follow-up and report on trainings, and update and share information with respective component heads within NACO on progress of training.
8. Support and strengthen the evaluation systems to ensure quality of trainings.
9. Identifying areas where Patient Education Tools and IEC would be required for counseling and assist IEC department and other partners in developing the same.
10. Coordinate activities relating to GFATM counselling and nursing sub-components to utilize the resources and opportunities available under the projects for enhancing the capacities of counselors and nurses.
11. Convene the Technical Resource Group (TRG) on Counseling and provide inputs to TRG on HIV counseling in each component under the supervision of Dy. DG.
12. Co-ordination with Development Partners, Inter-sectoral agencies, NGOs and Private Sector in area of HIV Counseling
13. Undertake field visits to monitor & improvise the quality of counseling services offered at various facilities, including Operational Research
14. Monitor the works of Concerned Technical Officer(s).
15. Any other work as assigned from time to time.

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**Essential Educational Qualification and Experience Required for PO(Counselling):**

M. Phil in psychology/Sociology/Social Work and desirable Ph.D. in these subjects.

Minimum 5 years experience after M. Phil and 3 years experience after Ph.D(in above mentioned subject(s)) in the fields of counseling and related human resource development in Health Care System.

**Remuneration:** Consolidated Rs. 51750/- per month, which is likely to be revised.

**Duration:** Initially the **contract** shall be upto 31<sup>st</sup> March 2014 and may be extended based on performance.

**Age:** Not more than 60 years.

**Place of Posting:** Department of AIDS Control/GOI, New Delhi

Eligible candidates may send applications by email with the subject line “Application for PO (Counselling)” with details as mentioned above in the Bio-data, at the following address:

[jobs.naco@gmail.com](mailto:jobs.naco@gmail.com)

The last date of receipt of application is:- **11-Nov-2013**.