

## **Job Vacancies**

Uttar Pradesh Welfare for People Living with HIV/AIDS Society (UPNPplus) is a community based, non-profit organization representing the needs of people living with HIV/AIDS (PLHIV). UPNPplus is founded by a group of HIV positive people in 2004 and was registered in 2005, managed and run by people living with HIV in Uttar Pradesh. UPNPplus promotes holistic and participatory approach for community empowerment and gives priority to PLHIV (especially women and children).

Uttar Pradesh Welfare for People Living with HIV/AIDS Society (UPNPplus) implementing 'Global fund supported' capacity building and HIV interventions among incarcerated populations in 75 districts in the state Uttar Pradesh through two components; A. Capacity Strengthening of HIV Service Providers through Blended Training (BT), B. HIV and TB Interventions for Incarcerated/prison Populations (SUBHIKSHA+) with support of SAATHII as a PR. Applications are invited for the below mentioned multiple positions.

### **Multiple Positions:**

#### **Job Title: M&E Officer (1 Post)**

**Job Code: 001**

**Location: Prayagraj or Lucknow, Uttar Pradesh**

#### **Overall Responsibilities:**

- Implement program MIS and M&E systems for Prison population and Capacity building of HIV Service Providers programs across the state.
- Regular day-to-day data management and reporting related to all components under GFATM grant. Data management includes data collation, data cleaning, data reconciliation, data triangulation and analyses for informing program, strategy review, development and progress in ongoing basis.

#### **Specific Responsibilities:**

##### **Initiate Mapping, Data Generation, Review and Analysis:**

- Initiate district-wise mapping of HIV/AIDS and MCH service providers and help the field team to track and saturate the eligible sites into the programs.
- Generate service gap analysis report frequently and inform field team to plan and improve outreach services.
- Analyse program data, identify gaps, share inferences to the program team for new strategic thinking and help development of implementation plans.
- Support program team on data analysis / data presentation for any stakeholders meeting.

#### **Data Quality Management:**

- Ensure implementation of M&E systems across the state uniformly and conducting frequent data quality audit at the district level / desk.
- Provide constructive feedback and guidance to Program person on data management and data quality.
- Co-ordinate with DAPCU/ SACS - M&E / other officials for reconciliation of data in SOCH (SIMS and PALS) and for collecting the data on a timely basis for reporting.

#### **Field level Mentoring and Monitoring Support:**

- Conduct regular technical assistance visits to the field and provide technical support to program and site staffs in order to improve the reporting and quality of data.
- Coordinate with M&E officers of DAPCUs and SACS and NHM/SHS for smooth implementation, timely reporting of facilities in SIMS and sustenance of the program.

#### **Reporting and Documentation:**

- Prepare monthly and quarterly reports and finalize them in coordination with state team and the State Director on regular basis.
- Prepare and submit reports periodically to SACS, NHM and funding agencies on time and as proposed or requested.
- Manage documentation related to M&E activities reports including regular periodical progress reports, meeting reports, RDQA / field visit reports and etc.
- Upload all soft copies of the documents in drop box from time to time.

#### **Capacity Building and Knowledge Management:**

- Build the capacity of State core team on Program MIS systems, M&E Activities, data recording, data validation, data triangulation and data management and data quality assurance.
- Assess the need and organize trainings / on-site mentorship to site staffs on data management, data quality assurance, for consistent and error-free reporting.

#### **Other Support:**

- Assist the State Program team on all monitoring and evaluation activities as directed
- Any other responsibility as assigned by immediate supervisor.

#### **Educational qualifications and skill required for the position:**

- The candidate must possess graduate/post-graduation degree or higher qualification in Social Work, Sociology, Anthropology, Public Health, Statistics and Population Studies (Demography) with experience in M&E domain or public health programs. Experienced and knowledgeable candidates from the community (PLHIV/KP) are also eligible to apply and will be considered.
- Minimum of 3 to 4 years of experiences on programme monitoring and evaluation in health or development sectors.
- Experience of working in HIV prevention, care, support and treatment program.
- Excellent and advanced skills in MS office, especially excel and power point
- Working experience and knowledge required on analytical and data collection & processing software packages (like Access, Power BI and SPSS) will be added advantage.

- Skills strongly required on development of basic MIS system, data processing, data analytical skills and constructive feedback mechanisms.
- Excellent written and verbal communication in both English and the regional language of the state where working is preferred.
- Strong commitment to work in the areas of HIV/AIDS and sexual, reproductive health and rights.
- Ability to work independently and as a team player in a complex, multicultural environment, with demonstrated leadership, communication, networking and presentation capabilities.
- Willingness to travel extensively (12-15 days in a month) in the assigned district(s)

**Remuneration:** 4.2 Lakh per annum

**Job Title: Administration and Finance Officer (AFO) (1 Post)**

**Job Code: 002**

**Location: Prayagraj, Uttar Pradesh**

Administration and Finance Officer (AFO) will be primarily responsible for the day-to-day accounting work and financial management (including payments processing) of the respective SU/SR. S/he will adhere to GFATM, as well as organisational level financial and administrative policies and procedures, and will provide administrative and HR related support to the state team.

**Roles and responsibilities:**

- Responsible for managing the finance, HR and administrative aspect of the Sub Recipient Partner / State Unit
- Ensure adherence to organization and GFATM policies and procedures
- Maintenance of books of accounts and related documentation on an ongoing basis
- Timely payment processing and ensuring accuracy and necessary documentation
- Ensure all statutory, donor and organizational compliances are adhered to with regards to sound financial management
- Timely and accurate preparation and submission of all periodic financial reports, MIS and forecasts as per donor and organizational requirements
- Planning for monthly / quarterly / yearly fund flow
- Safekeeping and proper filing of all finance HR and admin related documents
- Logistic support including supervision for travel of staff for implementation of project activities, as well as attending meetings and, work shops
- Preparation of HR documents, and maintenance of staff HR files
- Managing all procurements and ensuring adherence to organizational and donor policies
- Assets management, which includes ensuring assets safekeeping (including insurance coverage) and maintaining / updating Fixed Assets and Inventory Registers
- Maintaining stock and assets register and updating timely.
- Travel to project implementation locations and other places based on the requirements
- Managing various donor and statutory audits and donor visits

- Provide necessary logistics support during donor and stakeholder visits
- Ensure effective and optimum utilization of the funds and budgets (value for money)
- Oversee office administration and ensure smooth administrative functioning
- Maintenance of various administrative registers and files
- Supervision of the activities of Training and Logistics Officer (TLO) and Admin Assistant (AA)
- Provide logistics support for various meetings, trainings and travel undertaken by core team members, field based staff and other stakeholders
- Follow procedures pertaining to logistics assistance and ensure required documentation
- Perform other duties as required by the project / organization
- Upload all soft copies of the documents in drop box from time to time.

**Educational qualifications and skill required for the position:**

- Bachelor in Commerce with at least 3 years of experience in the accounting field
- At least 2 years' relevant experience in an NGO or health sector.
- Demonstrated experience of computerised accounting, especially Tally.
- Demonstrated experience in compliance with statutory and contractual requirements.
- Demonstrated experience of onward granting in the non-profit sector
- Demonstrated knowledge and understanding of partnerships, principles of NGO support and/or donor environment
- Strong analytical skills, and the ability to synthesise complex concepts and to communicate them effectively
- Ability to work effectively in teams as well as independently
- Excellent writing and verbal communication skills
- Ability and willingness to undertake extensive travel; primarily within the State/s
- Fluent in English and Hindi (other local language)

**Desirable qualities/experience/skills:**

- Good understanding of development issues and the HIV epidemic in the project area.
- A good understanding of legal and ethical issues around HIV/AIDS and sensitive towards issues of PLHIV
- Special priority in experience of Global Fund Project experience.

**Remuneration:** 4.2 Lakh per annum

**Job Title: Admin Assistant (AA) (1 Post)**

**Job Code: 003**

**Location: Lucknow, Uttar Pradesh**

Administration Assistants will be based in the respective SU/SR offices. S/he will be primarily responsible for day-to-day housekeeping, office maintenance, serving tea / coffee, guest management and providing need-based logistics support to the programme teams.

**Remuneration:** 0.96 Lakh per annum

**Job Title: State Prison Coordinator (SPC) (1 Post)**

**Job Code: 004**

**Location: Lucknow, Uttar Pradesh**

**Qualification:** Post Graduate in social work/ social science/management more than 3 years of experience of working on HIV projects. Graduate candidates with more than 5 years' of relevant experience will also be considered. Experience of working on prison interventions / TB projects / GFATM projects will be an added advantage. The qualification criteria will be relaxed for suitably experienced candidates who are ex-convicts. The criteria for selection will be relaxed for members from PLHIV or key population group with relevant experience.

**Reporting to:** State Director and the nodal person of the respective SACS Office(s). The SPC will be responsible for implementing project activities and for achieving the project deliverables in their respective geographies (single or multiple states, depending on the size of the states and number of project implementation sites).

**Specific Job Responsibilities**

- Work under the guidance of Joint Director-TI of SACS or any other official designated by SACS and report to him/her along with reporting to SAATHII's line manager
- Develop program implementation plan for the state and get it approved from SACS, prison department, and WCD
- Orient / sensitize all relevant state level stakeholders about the prison intervention
- Facilitate in signing the MoUs between SACS and Prison department / WCD / SJE
- Facilitate in getting the requisite approvals and permissions, and letters to district authorities from relevant departments towards initiating the project activities in the prisons and OCS in the respective geographies
- Organise state launch events and facilitate the establishment of State Oversight Committee (SOC) involving SACS, prison department, SJE, WCD, and state health functionaries (such as STO; representatives from TI projects, CSC and SLNs; and other health officials). Ensure regular meetings of the SOC to develop a coordination mechanism at the state level
- Support the State Director in the hiring and training of the Prison Peer Mobilizer (PPM)
- Support the PPMs in coordinating with prison and OCS officials for the selection of the Prison Peer Volunteers (PPV). Support the PPMs in training the PPVs on HIV and other related health issues and the project's intervention model
- Support the PPMs in setting-up the District Oversight Committees (DOC) and attended DOC meetings as per requirements.
- Coordinate with SACS (BSD, CST, STI, and other divisions), STO, NVHCP, to ensure HIV, STI, and TB testing and treatment services for prisons and OCS inmates, and for ensuring uninterrupted supply of testing kits and other consumables.

- Saturate the coverage of prison and OCS inmates in the respective geographies, and ensure HIV services for all new inmates
- Coordinate with relevant authorities towards establishing F-ICTC, LAC, and S-OST (as per requirement) inside prisons
- Coordinate with the Social Justice and Empowerment (SJE) department and prisons for establishing Drug De-addiction Centres in prisons having large numbers of drug dependent inmates.
- Coordinate with the PPMs to ensure all STR cases are sent for confirmatory testing and treatment linkages
- Coordinate with the PPM and the DOCs for ensuring post-release linkages of inmates to HIV-TB services in their respective native districts
- Ensure that the PPMs are able to coordinate with the PPVs towards providing counselling on positive living and treatment adherence to the HIV+ inmates, and in educating those inmates on various social protection schemes and motivating them to avail the schemes
- Ensure that the PPMs are able to coordinate with the PPVs towards motivating the HIV+ inmates for giving consent to visit their families. Accordingly coordinate with the CSCs / SLNs / DLNs / TI projects for ensuring home visits for motivating the spouse / partner of the HIV+ inmates for getting tested for HIV, and educating and linking the family members to various social protection schemes
- Conducting sensitization workshops, meetings and training of prison officials and staff
- Supporting the PPM in organising various IEC and recreation activities inside prisons and OCS (such as mass awareness generation sessions, group counselling sessions, competitive games and activities)
- Coordinate with the PPM and the state and district level stakeholders in developing a Resource directory, and ensure a copy of the same is provided to all the prisons and OCS.
- Coordinate with the PPMs to ensure that all inmates are provided with a copy of the Resource Directory at the time of their release from the prisons and OCS, so that they are able to access those services, so that all the HIV+ inmates can find and reach the local DLNs / CSC and ARTC in their native districts, and other inmates (non-HIV+) can find and reach the local TI projects and other HIV related service provides in their native districts
- Coordinating with the State Director in preparing the annual, quarterly, and monthly plans of the project
- Support the PPMs in preparing their quarterly, monthly, weekly and day-wise plans
- Organise weekly and monthly reviews with PPMs. Analyse project data and provide feedback to PPMs on gaps to accelerate the efforts in achieving targets.
- Visit the prisons and OCS on a regular basis to provide handholding support to the PPMs and to monitor the progress of project activities.
- Participate in monthly, quarterly, and annual review and planning meetings of the SR/SU
- Develop monthly, quarterly, annual and other reports as and when required and share with all key stakeholders.

- Ensuring accurate documentation at sites and timely submission of reports to PR, SACS, and prison and OCS authorities.
- Represent the project in the state level review meetings, and other meetings as per project requirements
- Ensure timely submission of SIMS reports from all the Prisons F-ICTCs
- Ensure accurate and timely submission of monthly plan, daily log, timesheets, travel advance requests, and expenses claims and bills to the SD
- Support in development of IEC materials to be used in the prison setting
- Support in conducting research studies to be undertaken within the prison settings
- Undertake any other activities as instructed by SACS / TSU and / or reasonably required by the project and the organization.

**Remuneration:** 5.4 Lakh per annum

**Job Title: Junior State prison coordinator (JSPC) (1 Post)**

**Job Code: 005**

**Location: Prayagraj, Uttar Pradesh**

**Qualification:** Post Graduate in social work/ social science/management with 1-2 years of experience of working on HIV projects. Graduate candidates with more than 3 years'of relevant experience will also be considered. Experience of working on prison interventions / TB projects / GFATM projects or TI/LWS projects will be an added advantage.The qualification criteria will be relaxed for suitably experienced candidates who are ex-convicts.

**Reporting to:** State Director, State Prison Coordinator and the nodal person of the respective SACS Office(s). The SPC will be responsible for implementing project activities and for achieving the project deliverables in their respective geographies (single or multiple states, depending on the size of the states and number of project implementation sites).

**Specific Job Responsibilities**

- Work under the guidance of Joint Director-TI of SACS or any other official designated by SACS and report to him/her along with reporting to SAATHII's line manager
- Develop program implementation plan for the state and get it approved from SACS, prison department, and WCD
- Orient / sensitize all relevant state level stakeholders about the prison intervention
- Facilitate in signing the MoUs between SACS and Prison department / WCD / SJE
- Facilitate in getting the requisite approvals and permissions, and letters to district authorities from relevant departments towards initiating the project activities in the prisons and OCS in the respective geographies
- Organise state launch events and facilitate the establishment of State Oversight Committee (SOC) involving SACS, prison department, SJE, WCD, and state health functionaries (such as STO; representatives from TI projects, CSC and SLNs; and other health officials). Ensure regular meetings of the SOC to develop a coordination mechanism at the state level

- Support the State Director in the hiring and training of the Prison Peer Mobilizer (PPM)
- Support the PPMs in coordinating with prison and OCS officials for the selection of the Prison Peer Volunteers (PPV). Support the PPMs in training the PPVs on HIV and other related health issues and the project's intervention model
- Support the PPMs in setting-up the District Oversight Committees (DOC) and attended DOC meetings as per requirements.
- Coordinate with SACS (BSD, CST, STI, and other divisions), STO, NVHCP, to ensure HIV, STI, and TB testing and treatment services for prisons and OCS inmates, and for ensuring uninterrupted supply of testing kits and other consumables.
- Saturate the coverage of prison and OCS inmates in the respective geographies, and ensure HIV services for all new inmates
- Coordinate with relevant authorities towards establishing F-ICTC, LAC, and S-OST (as per requirement) inside prisons
- Coordinate with the Social Justice and Empowerment (SJE) department and prisons for establishing Drug De-addiction Centres in prisons having large numbers of drug dependent inmates.
- Coordinate with the PPMs to ensure all STR cases are sent for confirmatory testing and treatment linkages
- Coordinate with the PPM and the DOCs for ensuring post-release linkages of inmates to HIV-TB services in their respective native districts
- Ensure that the PPMs are able to coordinate with the PPVs towards providing counselling on positive living and treatment adherence to the HIV+ inmates, and in educating those inmates on various social protection schemes and motivating them to avail the schemes
- Ensure that the PPMs are able to coordinate with the PPVs towards motivating the HIV+ inmates for giving consent to visit their families. Accordingly coordinate with the CSCs / SLNs / DLNs / TI projects for ensuring home visits for motivating the spouse / partner of the HIV+ inmates for getting tested for HIV, and educating and linking the family members to various social protection schemes
- Conducting sensitization workshops, meetings and training of prison officials and staff
- Supporting the PPM in organising various IEC and recreation activities inside prisons and OCS (such as mass awareness generation sessions, group counselling sessions, competitive games and activities)
- Coordinate with the PPM and the state and district level stakeholders in developing a Resource directory, and ensure a copy of the same is provided to all the prisons and OCS.
- Coordinate with the PPMs to ensure that all inmates are provided with a copy of the Resource Directory at the time of their release from the prisons and OCS, so that they are able to access those services, so that all the HIV+ inmates can find and reach the local DLNs / CSC and ARTC in their native districts, and other inmates (non-HIV+) can find and reach the local TI projects and other HIV related service provides in their native districts



- Coordinating with the State Director in preparing the annual, quarterly, and monthly plans of the project
- Support the PPMs in preparing their quarterly, monthly, weekly and day-wise plans
- Organise weekly and monthly reviews with PPMs. Analyse project data and provide feedback to PPMs on gaps to accelerate the efforts in achieving targets.
- Visit the prisons and OCS on a regular basis to provide handholding support to the PPMs and to monitor the progress of project activities.
- Participate in monthly, quarterly, and annual review and planning meetings of the SR/SU
- Develop monthly, quarterly, annual and other reports as and when required and share with all key stakeholders.
- Ensuring accurate documentation at sites and timely submission of reports to PR, SACS, and prison and OCS authorities.
- Represent the project in the state level review meetings, and other meetings as per project requirements
- Ensure timely submission of SIMS reports from all the Prisons F-ICTCs
- Ensure accurate and timely submission of monthly plan, daily log, timesheets, travel advance requests, and expenses claims and bills to the SD
- Support in development of IEC materials to be used in the prison setting
- Support in conducting research studies to be undertaken within the prison settings
- Undertake any other activities as instructed by SACS / TSU and / or reasonably required by the project and the organization.

**Remuneration:** 2.06 Lakh per annum

**Job Title: Regional Training Manager (RTM) (1 Post)**

**Job Code: 006**

**Location: Lucknow, Uttar Pradesh**

**Qualification:** Post Graduate in Social work/Social science/management with an experience of 3-4 years in HIV/AIDS field or TB program counselling, prevention, care, support, treatment services. Relevant experience of 1 to 2 years in handling capacity building and experience of working in GFATM project will be an advantage. The criteria for selection will be relaxed for members from PLHIV.

**Reporting to:** State Director and the nodal person of the respective SACS Office(s).

**Specific Job Responsibilities**

The RTM will report to the State Director to facilitate and coordinate training of the cadres providing ART and ICTC services under the National AIDS Control Programme.

- Developing a detailed training plan (for the respective region) in consultation with SACS and other relevant stakeholders. The plan will include – induction and refresher (virtual and contact classes) for Medical Officers, Lab Technicians and Nurses, Pharmacists, Counsellors, data managers and care coordinators and post-training Supportive Monitoring Visits (SMV).

- Overall management and coordination of the training of all cadres of trainees; rolling out the trainings, and monitoring the training quality, and ensuring training assessment
- Coordinating with the State AIDS Control Society (SACS) of the respective states regarding trainee's data with all relevant details; Collect HR data, TI staff data, facility data for developing training plan and calendar
- Coordinating with Centre of Excellence (CoE), Paediatric CoE (pCoE), Regional Training Centre (RTC), State Reference Laboratory (SRL), SACS, and other stakeholders for planning and trainings
- Resource mapping and logistics management for the class room training; Coordinating with various stakeholders, vendors for the training.
- Supporting in translation of training manuals and modules into regional languages
- Identification and coordination with Master Trainers/ Resource Persons for all training activities
- Coordinating with the trainees and resource persons for conducting the trainings, and coordinating logistical arrangements for the trainings.
- Tracking, monitoring and following up with trainees for timely completion of online training and take measures to achieve the targets
- Coordinate with SACS and other state/district level authorities for issuing necessary letters/and advisories
- Organize and provide support in launch event, orientation and other stakeholder meetings
- Perform the admin role and implementation of LMS and conduct online training programs and engage the SACS, DAPCU and other concerned for using LMS for effective training monitoring
- Ensuring all the pre and post training assessments are properly scored, and all the training related expenses are properly checked before payments are made
- Ensuring all training related data is properly uploaded to the Learning Management System (LMS)
- Preparation of presentations and reports for meetings and trainings, and ensuring timely submission of reports to the national team and SACS
- RTM will facilitate identification of institutes for TI capacity building, participate in site visit and conducting assessments, coordinate with SACS for conducting the ToTs and finalizing the training calendar and timely completion of all the activities.
- Work with (handholding, supervision and support) the TI training institutes to orient the Team, develop training calendar, conduct ToT and roll-out down training of TI staff
- Participate in state, district-level review and planning meetings
- Supporting on all M&E and finance-related aspects required for achievement of the project targets, such as the weekly and monthly progress reports, budget preparation and revisions and Finance reports
- Undertake any other activities as required by the project

**Remuneration:** 5.4 Lakh per annum

**Job Title: Training and Logistics Officer (BTHE) (1 Post)**

**Job Code: 007**

**Location: Lucknow, Uttar Pradesh**

**Qualification:** B.COM or M.COM with relevant experience of working in Administration. Financial book keeping will be an advantage and working with GFATM project.

**Reporting to:** State Director

**Specific Job Responsibilities**

The TLO will Organize training of the Medical Officers, Lab Technicians, Nurses, Pharmacists, Counsellors, Data Manager and Care Coordinators who are working in public health setup in the HIV sector, in coordination with SACS/DAPCU and other concerned officials,

- Provide logistic, admin and finance support in organizing the training of all BTHE trainee cadres
- Managing the finance and administrative aspects of the BTHE project in the respective regions.
- Logistic arrangements (coordinating travel and training venues, arranging for transportation and accommodation etc) in conducting the trainings.
- Accept, check and process the travel claims submitted by the trainees, resource persons, other staff, and stakeholders within reasonable time
- Travel to project implementation sites/ TI training institutions for coordination and implementation of the project
- Manage all project related payments, documentation, and payment processing.
- Procure the supplies for the project as per organizational policies; Undertake all procurement as per the SR-SU policies
- Prepare SOE and submit monthly finance statements to SR-SU
- To support in financial and documenting work as per project requirements
- Coordination with SACS/DAPCU and other concerned officials
- Travel to project implementation sites for coordination and implementation of the project
- Support in preparation of monthly reports to the national team, and to SACS
- Complete adherence and strict follow ups to implement the organizational policies and procedures, donor requirement and statutory requirements.
- Attend project planning and review meetings
- Attend project planning and review meetings
- Support during internal/statutory and project audits

**Remuneration:** 3.6 Lakh per annum

**Job Title: Prison Peer Mobilizers (PPM) (18 Post)**

**Job Code: 008**

**Location: Prayagraj, Lucknow, Varanasi, Bareilly, Farukhabad (Fatehgarh), Agra, Gorakhpur, Ghazipur, Ayodhya, Sitapur, Kanpur Nagar, Aligarh, Jhansi, Fatehpur, Meerut, Muzaffarnagar, Moradabad, Ghaziabad Uttar Pradesh**

**Qualification:** Graduate with computer skills or Twelfth pass with minimum two years of experience of working on HIV projects as a field staff (experience of working on prison interventions / GFATM projects, or TI/LWS projects will be an added advantage). The qualification criteria will be relaxed for suitably experienced candidates living with HIV and/or TB, ex-convicts, and individuals belonging to key populations or other vulnerable groups.

**Reporting to:** State Prison Coordinator (SPC). The PPM will be working at the district level covering 3-5 districts (or more, depending on the number of prisons and inmates) and would be responsible for implementing project activities and for achieving the project deliverables in their respective geographies.

### **Specific Job Responsibilities**

- Sensitize Prisons' and OCS officials on health rights of the inmates and about the services to be delivered under the program.
- Coordinate with district health functionaries and other stakeholders to ensure their support in providing testing and treatment facilities to the inmates.
- Get permissions from Prisons and OCS and organize HIV, TB, STI and HCV screening camps with support of local SA-ICTCs, DTO, DSRC, and NVHCP officials.
- Facilitate establishment of District Oversight Committee (DOC) involving prisons, OCS, district health functionaries (such as DAPCU / DNO, DTO, TI projects, DLNs / CSC, SA-ICTC, DSRC, other health officials) and ensure regular meetings of the DOC to develop a coordination mechanism at the district level.
- Sensitize prison officials on issues related to HIV and other infectious diseases and conduct site-sensitization activities
- Coordinate with prison and OCS officials for the selection of the Prison Peer Volunteers (PPV).
- Train the PPVs on HIV and other related health issues and the project's intervention model
- Organise various IEC and recreation activities inside prisons and OCS (such as mass awareness generation sessions, group counselling sessions, competitive games and activities)
- Educate inmates on prevention and harm reduction, positive living and treatment adherence through IEC/BCC activities and one-to-one and group counselling.
- Work in close coordination with the local SA-ICTC, ARTC, DSRC, DTO, and OST centers to ensure HIV, STI, and TB testing and treatment services for prisons and OCS inmates
- Saturate the coverage of inmates in prisons and OCS allocated to the PPM, and ensure HIV services for all new inmates
- Coordinate with prison and OCS authorities and district health functionaries towards ensuring all STR cases are sent for confirmatory testing and treatment linkages

- Support the PPVs in providing counseling on positive living and treatment adherence to the HIV+ inmates, and in educating those inmates on various social protection schemes and motivating them to avail the schemes
- Support the SPC in coordinating with relevant authorities towards establishing F-ICTC, LAC, and S-OST (as per requirement) inside prisons. Provide support to prison officials in strengthening the facilities and for ensuring timely submission of reports from those facilities to the relevant authorities
- Coordinate with the PPVs towards motivating the HIV+ inmates for giving consent to visit their families. Accordingly coordinate with the local CSCs / DLNs / TI projects for ensuring home visits for motivating the spouse / partner of the HIV+ inmates for getting tested for HIV, and educating and linking the family members to various social protection schemes
- Coordinate with the DOCs for ensuring post-release linkages of inmates to HIV-TB services in their respective native districts
- Represent the project in the district review meetings, and other meetings as per project requirements
- Ensure accurate and timely submission of the project reports and documents, including updating the Monthly Progress Report, Positive Line List, supporting documents, and formats to the SPC
- Ensure timely submission of SIMS reports from all the Prisons F-ICTCs in coordination with their parent ICTCs.
- Ensure accurate and timely submission of monthly plan, daily log, timesheets, travel advance requests, and expenses claims and bills to the SPC
- Support in development of IEC materials to be used in the prison setting
- Assist in research study to be undertaken within the prison settings
- Assist the SPC in preparing monthly, quarterly, and annual reports
- Ensure that all inmates are provided with a copy of the Resource Directory at the time of their release from the prisons and OCS, so that they are able to access those services, so that all the HIV+ inmates can find and reach the local DLNs / CSC and ARTC in their native districts, and other inmates (non-HIV+) can find and reach the local TI projects and other HIV related service providers in their native districts
- Undertake any other activities as instructed by SACS / TSU and / or reasonably required by the project and the organization.

**Remuneration:** 1.68 Lakh per annum

**Application Procedure:**

Interested candidates should mention the job code in the subject line and send their CV with covering letter in English/Hindi presenting self of the position on [hрупnplus@gmail.com](mailto:hрупnplus@gmail.com) and the last date of receiving application will be 2<sup>nd</sup> September 2021 (till 5:30pm). Only short listed candidates will be informed. They will be called for an interview and written test.

*Note: UPNPplus is an Equal Opportunity Employer and encourages applications from qualified individuals regardless of race, religion, national origin, sexual orientation or disability. We encourage people living with HIV to apply.*