

Terms of Reference (ToR)

Position Information

Office/Project	TB Project
Designation	Cluster Coordinator
Reporting Supervisor	State Coordinator
Duty Station	- Bihar (Begusarai, Bhagalpur, Buxar, Darbhanga, Vaishali, Motihari, Muzafarpur, Patna, Sitamani) - Maharashtra (Bhiwandi, Nanded, Navi Mumbai, Pune, Thane, Ulhasnagar) - Rajasthan (Jaipur-1, Jaipur-2, Jodhpur, Sikar, Sirohi)
Type	In Person- Consultant Full-time
Total Position Openings	23 (one in each district)
Project Period	01-May-2024 to 31-Mar-2027
Travel	50% of travel to carry out the project activities.

Doctors For You is seeking applications for Cluster Coordinator in its TB Projects. We are looking Cluster Coordinator who will be responsible for overseeing and managing multiple projects or activities within a designated cluster. This role demands the ability to work independently, handle pressure, and juggle several tasks simultaneously. You should be adept at meeting deadlines and maintaining high standards of detail and quality. The position requires a proactive approach, excellent organizational skills, and a willingness to travel as needed. Your role will involve coordinating efforts, ensuring effective communication among team members, and delivering successful outcomes across the cluster. The ideal candidate will work from the administrative office in the respective state.

Qualification, Skills & Competencies

- An advanced university degree in Public Health, Public Administration, Social Policy, Social Development, Medical Social Work, Community Development, or other relevant disciplines.
- At least 1 year of experience of working for TB program.
- Strong organizational and multitasking abilities.
- Excellent communication and interpersonal skills.
- Ability to work under pressure and meet deadlines.
- Attention to detail and commitment to quality.
- Proactive and solution-oriented approach.
- Ability to work independently and under pressure, manage multiple tasks concurrently, willing to travel, and meet deadlines with attention to detail and quality.
- Will be able to travel for 50% of the time to carry out the project activities.

Roles and Responsibilities

- Liaises with District NTEP team with his own district and all 5-6 spoke district.
- Works directly with hubs to ensure smooth functioning of DRTB centers, and with NTEP to ensure regular supply of DRTB drugs.
- Act as link between DRTB hubs and PPSA to ensure patient notification, public health action and follow up
- Regularly visits specialist and doctors in the hub district and spoke district maintain referral chain to and from between them.
- Ensures training of the DRTB hub and doctors at the spoke is carried and regular patient inflow at hub Act as the primary point of contact between the Name of the Private facility (hub) and the National Tuberculosis Elimination Program (NTEP).
- Ensure that all Nikshay data is accurate, up-to-date, and compliant with reporting requirements.

- Ensure smooth coordination between hubs and spokes for patient transfer and follow-up care for patients.
- Appraises the district in a timely about ongoing DRTB activity and challenges faced by the facilities.

Note: The principal responsibilities listed above are an illustrative list and not an exhaustive list. Additional responsibilities may be added from time to time depending on Project requirements.

Reporting

The Cluster Coordinator will be reporting to the State Coordinator.

Remuneration: The compensation for the above-mentioned position/s will adhere to internal policies and market standards, determined by qualifications, relevant experience, budget availability, internal parity, and interview performance.

The above-mentioned position requires outstanding communication, analytical skills, documentation skills, interpersonal, and computer skills, as well as the willingness to travel. Preference will be given to candidates with work experience in the relevant field and local candidates who possess the necessary experience and skill sets.

How to apply: Prospective candidates should submit their applications **on this link:** <https://forms.gle/qWNdui4FqcF7YR85A> (paste this URL on Google and fill this)

- Please ensure that your application is complete with the above-mentioned documents. The candidates not submitting their applications with the required documents will not be considered.
- The appointment will be subject to certification that the candidate is medically fit to take on the role.
- Any attempt for persuasion will be considered as a disqualification.
- Only short-listed candidates will be invited for assessment.
- DFY is a tobacco and alcohol-free organization.
- Women candidates are especially encouraged to apply.
- The last day for submissions is 25th September 2024. (Application will be reviewed and shortlisted on a rolling basis)

Only shortlisted candidates will be contacted.

Safeguarding Commitment: At DFY, we are committed to Safeguarding and Protection of the communities, staff, and other people we work with. We will do everything possible to ensure that only those who can promote a working environment free from abuse or harm to anyone that works with or comes into contact with DFY are recruited. This post is subjected to a range of vetting checks, including a criminal records disclosure. Background and Reference checks will be conducted, and ethics are part of the regular performance appraisals.

About Doctors For You

Doctors For You (DFY) is a registered society, registered under the Societies Registration Act 1860 Section 21 having registration no. F-56886(Mum). DFY is a humanitarian organization from India with international presence and is working in various disaster hit zones for the last 16 years. DFY focuses on providing medical care to the vulnerable communities during crisis and non-crisis situations, emergency medical aid to people affected by natural disaster, conflicts and epidemics. We are also committed to reducing disaster risk to human society by delivering training and capacity development in emergency preparedness and response. The work of DFY is guided by humanitarian principles of humanity, impartiality, and neutrality. It offers services and assistance to people based on need, irrespective of race, class, caste, religion and gender.

Doctors for You was founded in India in 2007, by doctors, medical students and like-minded people with a vision of "Health for all." Currently, DFY is working on various projects in different states of India involving health professionals, Disaster Management Practitioners, Social Workers and Administrative Staff.

The organization received several awards viz. The SAARC Award (2010), The British Medical Journal Group Award (2009), Golden Ruby Award (2015) and recognition from state governments for its outstanding contribution to the humanitarian field.

Since 2012, our focus has been on Tuberculosis starting with our DOTS providers at primary health centres, and over time, we've evolved to become the leading organization overseeing TB programs across 84 districts in India. Our endeavours have spanned various initiatives including diagnosis, treatment adherence training, capacity building, nutrition programs, and active case finding. With the latest Global Fund Grant, we're set to implement programs targeting drug-resistant tuberculosis, EPTB, and active case finding.