

## Terms of Reference (ToR)

### Position Information

Office/Project	TB Projects
Designation	Ayush Engagement officer
Reporting Supervisor	State Coordinator
Duty Station*	Bihar, Maharashtra & Uttar Pradesh
Type	In Person- Consultant Full-time
Total Position Openings	03 (one in each state)
Project Period	01-May-2024 to 31-Mar-2027
Travel	Approximately 40-50%

**Doctors For You** is seeking applications for Ayush Engagement Officer in its TB Projects. We are seeking a highly motivated Ayush Engagement Officer with exceptional communication, presentation, and analytical abilities. The ideal candidate will possess strong interpersonal skills to cultivate and maintain professional relationships with technical experts and various stakeholders. Proficiency in MS Office applications, particularly in data analysis, is essential for this role. The Ayush Engagement Officer should excel in working independently and under pressure, managing multiple tasks simultaneously while ensuring attention to detail and maintaining high-quality deliverables. The position requires frequent travel, approximately 40-50% of the time, to execute project activities effectively and meet deadlines. The ideal candidate will work from the administrative office in the respective state.

### Qualifications, Skills & Competencies

- Any Graduate/ Postgraduate
- Preferred Qualifications BAMS/BHMS/BUMS/BNYS/BSMS, Ayurveda, Yoga & Naturopathy, Unani, Siddha, or Homeopathy, Public Health, Social Policy, Social Development, Community Development, or other relevant fields from a recognized university or institute.
- **1-2 years of experience** in AYUSH programs or public health projects at the national or state level, with **preferable experience in TB programs**.
- Strong understanding of **healthcare systems** and AYUSH practices in relation to national health programs.
- Familiarity with **private sector engagement** and **specimen transportation** processes, specifically in the context of TB programs.

### Roles and Responsibilities

- Assist in the development of **Standard Operating Procedures (SOPs)** for engaging AYUSH providers and managing sample tracking using a barcode system.
- **Train medical doctors and specialists** on sample collection and transportation processes.
- **Support training for** existing NTEP (National Tuberculosis Elimination Program) and partner staff involved in sample transportation.
- Provide training for **project staff, partners,** and NTEP staff involved in AYUSH engagement.
- Develop and implement **strategies for AYUSH engagement** and sample transportation across all designated geographies.
- Actively contribute to the **implementation** of AYUSH engagement and sample transportation activities in the identified areas.
- **Collate and analyse data** on AYUSH engagement and sample transportation performance.

- Present **data analysis and findings** to technical experts, NTEP leadership, and other relevant stakeholders.
- **Liaise with district authorities, partners,** and other key stakeholders to ensure smooth execution of program activities.
- Conduct **capacity assessments** of private hospitals and healthcare facilities within the targeted geographies.
- **Coordinate meetings** with the technical expert committee, ensuring effective agenda setting and follow-up.
- Support **documentation** efforts and ensure follow-up on key action points from meetings.
- Undertake **field visits** to monitor and provide supportive supervision for AYUSH engagement and sample transportation activities.
- Provide **feedback and recommendations** based on field observations to appropriate levels for continuous improvement.

**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 Ayush Engagement officer 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, 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/Yiv2YSC9JhR5y1Jm7> (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 27<sup>th</sup> October 2024. (Application will be reviewed 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.