

Terms of Reference (ToR)

Position Information:

Office/Project	TB Projects
Designation	District Coordinator – ACF
Reporting Supervisor	State Coordinator
Duty Station	Bihar – Patna, Bhojpur, Gopalganj, Kishanganj, Katihar, Saharsa, Araria, Vaishali Maharashtra – Thane MC, Thane R, Raigad Uttar Pradesh – Moradabad, Mathura, Deoria, Mau, Unnao, Meerut, Saharanpur
Type	In Person- Consultant Full-time
Total Position Openings	18 (one in each District)
Project Period	01-May-2024 to 31-Mar-2027
Travel	Regular basis field visits/ as and when required 10-15 days to project locations in a month
Shift	Flexible to work in any shift

Doctors For You is seeking applications for District Coordinator in its TB Projects. We are looking for a dynamic individual with exceptional communication, presentation, and analytical skills. This role demands strong interpersonal abilities to cultivate and oversee professional relationships with technical experts and stakeholders. The ideal candidate should thrive both independently and under pressure, adeptly managing multiple concurrent tasks with meticulous attention to detail and quality. Flexibility to travel extensively, approximately 40-50% of the time, is essential to successfully execute project activities and meet deadlines. The ideal candidate will work from the administrative office in the respective state.

Qualification, Skill & Competencies:

- University degree bachelor's in arts/ science/ commerce or health science subjects, Social Science, or other relevant disciplines. Freshers with master's degree in public health is also welcome.
- At least 1-2 years of overall experience in health, including TB program implementation, and monitoring and evaluation of health care programs.
- Excellent communication, presentation, and analytical skills along with competence in MS Office.
- Strong interpersonal skills to build and manage professional relationships with technical experts and other partners.
- Ability to work independently and under pressure.
- Capability to manage multiple tasks concurrently and meet deadlines with attention to detail and quality.
- Willingness to travel 40-50% of the time for project activities.

- Responsible for mapping, engaging and activating AYUSH doctors and informal providers for referring the presumptive TB cases

Roles and Responsibilities:

1. Strategic Planning and Implementation:

- Provide comprehensive support in develop and implement detailed micro plans for Active Case Finding (ACF) activities at the district level & DRTB hubs establishment.
- Provide comprehensive support at the district level in implement detailed micro plans in implementation of ACF
- Organizing the x rays camps for the key vulnerable population
- Ensure all the field-level data reports are maintained.
- Collaborate with the Project Management Unit (PMU) team at the state and headquarters levels to align district activities with overall project goals.
- Responsible for mapping, engaging and activating AYUSH doctors and informal providers for referring the presumptive TB cases.

2. Coordination and Collaboration:

- Coordinate on-ground activities with district authorities and the project team to ensure smooth execution of initiatives.
- Contribute to the monitoring and evaluation of the TB project's performance and impact.

3. Community and Field Engagement:

- Oversee the effectiveness and efficiency of community engagement and X-ray screening activities at the district and field levels.
- Ensure that all project activities are smoothly implemented within the state by working closely with the State and District National Tuberculosis Elimination Program (NTEP) teams.

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.

Essential Requirements:

Availability of motorcycle is MUST, and availability of laptop would be desirable.

Reporting:

The district coordinator will report to the state coordinator.

Remuneration: The compensation for the aforementioned position(s) will be capped at Rs. 16,000 and will adhere to internal policies and market standards. It will be determined based on qualifications, relevant experience, budget availability, internal parity, and interview performance. This position requires exceptional communication, analytical, documentation, interpersonal, and computer skills, as well as a willingness to travel. Preference will be given to candidates with relevant work experience 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/29M3bJ9vf4iaQZ746> (paste this URL on Google and fill this)

- Please ensure that your application is completed 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 26th November 2024 (Applications 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 vulnerable communities during crisis and non-crisis situations, emergency medical aid to people affected by natural disasters, 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.