

## Terms of Reference (ToR)

### Position Information

Office/Project	TB Projects
Designation	Operations Lead
Reporting Supervisor	President of DFY
Duty Station*	Gurugram, NCR of Delhi
Type	In Person- Consultant Full-time
Total Position Openings	_01
Project Period	01-May-2024 to 31-Mar-2027
Travel	2-4 days to project locations in a month

Doctors For You is seeking applications for the position of Operations Lead of the TB Projects. We are looking for a Specialist to providing oversight and direction on TB Project implementation working closely with the govt.

The ideal candidate will work from the admin office in Gurugram in NCR of Delhi.

### Qualification, Skills & Competencies

- An university degree (Diploma/Masters) in Public Health, Community Medicine or Preventive & social Medicine, Epidemiology, Public Administration, Social Policy, Social Development, Community Development, or other relevant disciplines.
- At least 5-7 years of overall experience in public health, including 2-3 years of relevant experience at national, and state levels in TB planning, programming, devising implementation strategies, monitoring and evaluation of health care program.
- Carries at least 3 year of experience of working in non-for-profit organization.
- Excellent leadership, communication, presentation, and analytical skills, along with strong interpersonal skills, to effectively lead the team, build and manage professional relationships with technical experts and other partners.
- Advanced knowledge of MS Office applications.
- Ability to lead the team and also work independently under pressure, manage multiple tasks concurrently, willing to travel and meet deadlines with attention to detail and quality.

### Roles and Responsibilities

- Provides effective leadership to overall TB project aligned with principles of Global Fund & other verticals of TB care
- Responsible for overall management, performance of all the human resources within the team and leads by setting example.
- Effectively allocates all the resources including manpower, finances required for project planning and implementation.
- Holds meetings with internal team for communicating goals, delegating task, mentorship, handholding and motivating the team towards the achievement of project goals.
- Is decisive when dealing with Senior NTEP officials, private sector and other stakeholders for the creation of Hub and spoke model for DRTB and Lab component.
- Liaises with the Senior NTEP officials at national and state level, senior officials/specialists in private and public sector for smooth implementation of project activities.

- Reports the overall progress of the project to NTEP, relevant stakeholders and Global Fund team.
- Assist NTEP in techno-managerial capacity for the DRTB management in private sector including development of contracts, EPTB and Paediatric TB lab management, and other activities as proposed in the project, monitor and review the progress of the activities, financial and administrative progress, as per plans/ schedules.
- Carry out desk review and the capacity assessment of Private Hospitals/ health care facilities in the specified geographies.
- Travels to undertake field visits to monitor the planning and implementation of the project and provide feedback at appropriate levels.

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.

**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, documentations 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 with quoting the **job title** on the subject line, include updated CV and Cover letter clearly explaining how you fit into the role and why you should be shortlisted on [hr.gfund@doctorsforyou.org](mailto:hr.gfund@doctorsforyou.org) copy to [hr@doctorsforyou.org](mailto:hr@doctorsforyou.org).

- 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 25<sup>th</sup> April, 2024 (The last date for application has been extended till 15<sup>th</sup> May, 2024)

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.