

Terms of Reference (ToR)

Position Information

Office/Project	TB Projects
Designation	Public Health Expert
Reporting Supervisor	Operations Lead
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	12 days to project locations in a month

Doctors For You is seeking applications for Public Health Specialist in its TB Projects. We are looking Public Health Expert to providing oversight and direction on intricacies related to public health framework for all TB projects. The ideal candidate will work from the admin office in Gurugram in NCR of Delhi.

Qualification, Skills & Competencies

- A degree 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 years of overall experience in public health, including 3+ years of relevant experience at national, and state levels in TB programming, preparing Standard operating procedures, documentation, data analysis, training health care resources at various levels.
- Has worked towards private sector engagement for atleast 2 year.
- Professional work experience in a technical expert position related to TB and health systems.
- Willingness to travel.
- Excellent communication, presentation, and analytical skills, along with strong interpersonal skills, to effectively build and manage professional relationships with technical experts and other partners.
- Advanced knowledge of MS Office applications to an extent data analysis.
- Ability to work independently and under pressure, manage multiple tasks concurrently, willing to travel and meet deadlines with attention to detail and quality.

Roles and Responsibilities

- Assist NTEP in techno-managerial capacity for the DRTB, management in both public and private sector including monitoring and review the progress of the activities, financial and administrative progress, as per plans/ schedules.
- Liaise with the state governments partners, and relevant stakeholders.
- Provide technical support in preparing Standard Operating procedures, for DRTB, Workflow pattern, monitoring and supervision, implementation of TB objectives as undertaken by the organization under the. GF project .
- Coordinate meetings with NTEP and funding agencies, technical expert committee, support in documentation, and follow-up on action points.
- Carry out the capacity assessment of Private Hospitals/ health care facilities in the specified geographies.

- Conducts analysis of the capacity assessment and prepares the report, presents to the stakeholders.
- Training of the DRTB hub and initiating Hub activities.
- Technical support Active case finding and other activities proposed in the global fund project.
- 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 copy to 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 25th April, 2024 (The last date for application has been extended till 15th 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.