

**Expression of Interest for Vacancies  
in  
India Country Coordination Mechanism (CCM) Secretariat  
for the Global Fund to Fight AIDS, Tuberculosis and Malaria**

The Global Fund, also known as The Global Fund to fight AIDS, Tuberculosis and Malaria (GFATM), is a Geneva based multi-lateral funding organization aimed at eliminating and controlling AIDS, TB and Malaria.

At the country level, the Global Fund grant is governed by a multi-stakeholder body referred Country Coordinating Mechanism. The India Country Coordinating Mechanism (India-CCM), is chaired by the Secretary (HFW), MoHFW. India-CCM coordinates the grant and provides it with national oversight and ownership through the Programme divisions and its Oversight Committee.

For further information, please refer to the India CCM website: [www.india-ccm.in](http://www.india-ccm.in)

ICCM secretariat invites applications for the posts of:

1. Coordinator (One position) for India CCM Secretariat, Ministry of Health & Family Welfare, New Delhi.
2. Programme Officer, (One position) for India CCM Secretariat, Ministry of Health & Family Welfare, New Delhi.
3. Administrative Assistant, (One position) for India CCM Secretariat, Ministry of Health & Family Welfare, New Delhi.

- Detailed TORs are attached.
- Place of Posting: Delhi

Appointment will be purely on contractual basis for a period of one year and will be extended further on basis of satisfactory performance every year depending on availability of funds. Please send your updated CV via email by <sup>extra</sup> 1<sup>st</sup> February, 2024 to [iccmsect-mohfw@gov.in](mailto:iccmsect-mohfw@gov.in) (COB)

**Note: Please specify clearly the post applied for in the subject line of the application email and send separate emails in case you are interested in more than one position**



## 1. Coordinator, India CCM

### Terms of Reference

#### **Role & Responsibilities:**

Coordinator. India-CCM will be responsible for the smooth operation and management of the Secretariat of the India-Country Coordinating Mechanism (CCM) for the Global Fund for AIDS, Tuberculosis and Malaria). by performing the following functions under close guidance of Focal point India CCM:

1. Provide support to all functions under India-CCM through regular meetings, capacity-building, organization of induction training, regional workshops and lead the team of India CCM Secretariat.
2. Liaison with the various stakeholders- CCM members from all constituencies (Government, Development partners, Civil society, Key Populations, Private Sector and People Affected with Diseases etc), the Global Fund, Government Principal Recipients (NACO, CTD and NVBDCP) and Non-government Principal Recipients to facilitate smooth function of India CCM.
3. Management of CCM processes including updating list of members, finalizing the election of civil society representatives, preparing the agenda of meetings, preparing minutes and circulating them to the CCM within defined time limits. Document all meetings, and all matters relating to India CCM.
4. Facilitate the work of Oversight Committee and other committees/sub committees of India CCM.
5. Facilitate and manage the preparation, development and submission of the national proposal to the GFATM for allocation cycles announced by the GFATM with support for the following: a) To coordinate and liaise with all stakeholders- CCM members, development partners, government programmes, non-government partners and community representatives by calling broad consultations and documenting feedback received from them guiding the proposal development process. b) Maintain complete documentation of the proposal development process. c) Provide technical support to various sub committees- for the review of proposals submitted by Principal Recipients (PRs) and recommendations to the India-CCM on eligible proposals or nomination of the Principal Recipients (PRs) and disease expert committees to review final funding proposal etc. d) Support proposal development through participation in meetings with proposed Principal Recipients (PRs) e) Facilitate the provision of technical and policy inputs to the proposal, including liaison with the organizations that are leading preparations for proposal development in relevant sectors.
6. Manage all correspondence of India CCM secretariat as well as keep track of the disbursement of fund installments to the PR's from the GFATM and to the sub-recipients from the PR's; analyse the reports, seek clarifications/feedback and disseminate information to CCM members
7. Facilitate the leadership role of India for the 11 constituent countries at the level of the

- GFATM Board and the Committees of the GFATM Board with a SEAR constituency membership to clearly and strategically represent the concerns and priorities of India and the Constituency countries in all matters related to the GFATM.
8. Coordinate the preparation of position and policy papers on key public health aspects of HIV/AIDS, Tuberculosis and Malaria epidemics and control programmes for the India CCM with respect to India and the SEAR Constituency countries and related GFATM Policy and Strategy issues for the MOH&FW, GoI official representing the SEAR Constituency at the Policy and Strategy Committee of the GFATM Board.
  9. Track all GFATM related information and keep the India-CCM and its website and the various Principal Recipients updated on all changes and developments. Document all problems and solutions; policy concerns and formulations; best practices and success stories related to all the GFATM Grant Cycles in India.
  10. Ensure updating the website of the CCM and tracking GFATM related information. make proposals for the improvement of the website. and liaise with the CCM members on communication.
  11. Oversee and take charge of all activities of the Programme Officer in case of her leave
  12. Any other duties and responsibilities assigned by the Supervising Joint secretary/Member Secretary India CCM/GFATM focal point in the India-CCM

#### **Educational Qualification and Experience:**

- Post graduation in Preventive Social Medicine/Community Medicine/ Community Health Administration/ Public Health/ Health Care Management/ Social Work from a recognized university or institution.
- Minimum 5 years post-qualification work experience in health sector in the area of programme management with Govt./ Private/ NGO/ other organizations working in health sector/ health projects at National or State level.

The essential qualification may be relaxed in cases of experienced candidates or if there are no candidates available with the prescribed qualification.

#### **Desirable:**

- Experience of working with Global Fund projects will be considered an added advantage.
- Experience of working for HIV/AIDS, TB and Malaria programs in govt. or non government sector preferably at National level.
- Experience of working at national level in public health programme at least for one year will an added advantage.

#### **Knowledge and skills:**

- Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point
- Ability to function collaboratively and productively in a multi-disciplinary environment/ multiple sectors/agencies, especially in health and related sectors

- Possess team working capability
- Interpersonal and management skills with ability to work in a deadline-driven environment
- Ability and willingness to travel extensively
- Excellent writing and verbal communication skills
- Fluent in English and Hindi.

**Remuneration:** Rs. 91,440/- per month (Consolidated)

**Age:** Upper limit 63 years as on the last date of receiving application.



## 2. Programme Officer, ICCM

### Terms of Reference

#### **Role & Responsibilities:**

Programme Officer will assist in the smooth operation and management of the Secretariat of India-Country Coordinating Mechanism (CCM) for the Global Fund for AIDS, Tuberculosis and Malaria by performing the following functions under the close guidance of Coordinator and Focal point India CCM:

1. Provide support to the India-CCM by calling and organizing regular meetings, assisting in capacity-building for the CCM, including organization of induction training and workshops, and liaison with the various CCM constituencies and their representatives, including GFATM, Local Fund Agent, the Government Principal Recipients (NACO, CTD, NVBDCP) and the NGO PR's.
2. Support CCM processes-, facilitating work related to election process of India CCM, preparing the agenda of meetings, preparing minutes and circulating them to the CCM within defined time limits. Document all meetings and all matters relating to grant implementation in India.
3. Facilitate the work of Oversight Committee and other committee/sub committees of India CCM, prepare agenda of the meeting, preparing minutes and circulating them to all concerned within defined time limits.
4. Support Coordinator for the preparation, development and submission of the national proposal to the GFATM for allocation cycles announced by the GFATM with support for the following:
  - a) To coordinate and liaise with all stakeholders- CCM members, development partners, government programmes, non-government partners and community representatives by calling broad consultations and documenting feedback received from them guiding the proposal development process.
  - b) Maintain complete documentation of the proposal development process.
  - c) Provide technical support to various sub committees- for the review of proposals submitted by Principal Recipients (PRs) and recommendations to the India-CCM on eligible proposals or nomination of the Principal Recipients (PRs) and disease expert committees to review final funding proposal etc.
  - d) Support proposal development through participation in meetings with proposed Principal Recipients (PRs)
5. Support coordinator to keep track of the disbursement of fund installments to the PR's from the GFATM and to sub-recipients from the PR's.
6. Maintenance of finance related work of India CCM, verification of bills and vouchers (TA/DA, website, vehicle related) and preparation of compiled financial statement (costed work plan, statement of expenses) including audits of India CCM Secretariat
7. Maintenance of HR related matters, leave record, administrative and financial matters of India CCM Secretariat.
8. Oversee and take charge of activities of Administrative Assistant, India CCM during periods of leave.
9. Any other work as assigned by Focal Point, India CCM.

### **Educational Qualification and Experience**

- Master's Degree or Post graduate diploma in-- Public Health or Health Care Management or Social Sciences from a recognized university or institution with relevant work Experience.
- Minimum two years post-qualification work experience in health sector in the area of programme management with Govt./ Private/ NGO/ other organizations working in health related field/ health projects at National/ State/District level.

The essential qualification may be relaxed in cases of experienced candidates or if there are no candidates available with the prescribed qualification.

### **Desirable:**

- Experience of working for HIV/AIDS, TB and Malaria programs in govt. or non government sector preferably at National level.
- Experience of working with Global Fund projects will be considered an added advantage.

### **Knowledge and skills:**

- Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point
- Ability to function collaboratively and productively in a multi-disciplinary environment/multiple sectors/agencies, especially in health and related sectors
- Possess team working capability
- Interpersonal and management skills with ability to work in a deadline-driven environment
- Ability and willingness to travel extensively
- Excellent writing and verbal communication skills
- Fluent in English and Hindi.

**Remuneration:** Rs. 60,960/- per month (Consolidated)

**Age:** Upper limit 63 years as on the last date of receiving application.



### **3. Administrative Assistant, ICCM**

#### **Terms of Reference**

#### **Role & Responsibilities:**

Administrative Assistant will provide office and secretarial assistance in the smooth operation and management of the Secretariat of India-Country Coordinating Mechanism (CCM) for the Global Fund for AIDS, Tuberculosis and Malaria by performing the following functions under the close guidance of Coordinator and Focal point India CCM:

1. Keep custody of all files and assets of the India CCM Secretariat and maintain all records pertaining to all activities conducted therein.
2. Support the CCM Secretariat for all routine administrative tasks such as filing, phone calls, documentation, minutes of meetings and dissemination of information.
3. Support to organize CCM meetings including the venue, attendance, documentation.
4. Support the CCM Secretariat team in all activities related to Round call for proposals, CCM Elections, Orientation and workshops.
5. Support to for CCM Audit activities
6. Support for all tasks pertaining to Maintaining and updating the database of all the GFATM Grant Rounds to India, stakeholder list- CCM members, GFATM, Principal Recipients etc.
7. Maintain all CCM related files, letters and correspondence and provide the CCM Secretariat Team administrative and office support
8. Responsible for regular updating India CCM website on the basis of approved records
9. Support for all tasks pertaining to Updating and maintaining CCM website processing all bills there of
10. All Procurement-related activities of the India CCM Secretariat.
11. Support the CCM Secretariat team for coordinating with Administration division of MoHFW and NIC for smooth function of E.office of ICCM Secretariat as well as issuance of links for virtual meetings and ensuring all compliances.
12. Support Programme Officer in maintaining TA/DA bills/ Vouchers of CCM members, Vehicles (ICCM Secretariat) preparing expenditure reports and maintaining CCM accounts books
13. Any other work as assigned by Focal Point, India CCM.

#### **Educational Qualification**

Graduate from a recognized institute or university

#### **Desirable**

Diploma or certificate in Office Administration from a reputed institute

#### **Experience**

Five year's prior work experience in related field

#### **Knowledge and Skills**

- High degree of proficiency in office procedures, typing and machines (photocopier, fax etc).

- Must maintain confidentiality at all times.
- Two year's accounting or bookkeeping experience
- Knowledge and practical experience regarding computer skills, including Microsoft Word and Excel Programs.
- Ability to work independently and make decisions in accordance with established policies and regulations.
- Familiar with networks and data backup procedures.
- Good attendance record

**Remuneration**

Rs. 30,480/- per month

**Age:** Upper limit 63 years as on the last date of receiving application.

