

Job Advertisement for Operations Lead

Position title: Operations Lead

Location of the position: Ludiyana, Panjab

TB Alert India (TBAI) is a not-for-profit organisation working with a vision to make India free from TB. It has a strong presence in Telangana, Andhra Pradesh, Haryana and Delhi, head quartered in Hyderabad. All projects of TBAI aim at supplementing the National TB Elimination Program (NTEP), mobilizing, and linking local communities in fighting against TB.

TB Alert India is looking for a committed and experience candidate working in TB, and can guide the field team accordingly in providing TB preventive, care and support services to TB patients of both private and public sector.

Responsibilities and Duties:

- Lead and manage the district team in implementation of the project activities as per the guidelines and action plan
- Develop field level strategies and processes in alignment with overall project objectives with an initiative geared towards operational excellence
- Establish linkages and strengthen networking and liaison with government health departments, private health care providers and other stakeholders to foster support for effective implementation of the project deliverables.
- Preparation of work plan, budget forecast and management of budget allocation as per the project activities and guidelines
- Ensure functional coordination involving programmer, MIS and Finance team while planning, and execution and reporting
- Ensure effective finance and Human Resource management as per the planned activities.
- Facilitate in monitoring and periodic review of partnerships with different stakeholders.
- Manage project deliverables within stipulated deadlines and monitor engagement activities with private and public sector
- Monitor and periodically assess the project performance and staff performance against the key performance areas within stipulated deadlines.
- Submit reports and participate in national/state level reviews periodically as per project requirement.
- Coordinate and support State/ District officials, and PR staff in addressing service delivery issues
- Provide technical inputs; identify training needs and planning capacity building programs for project staff, government and private health workers including conducting CMEs.
- Ensure submission of periodical reports (programmatic and financial) as per organization requirements and donor specifications.
- Ensure confidentiality and security of the program data and information.
- Monitor engagement activities with private and public sector

Qualifications and Experience:

Person with relevant masters' degree / MSW / MA social work / MPH. Management degree is desirable.

Experience: 3 to 5 years in public health and field implementation and experience in managing field teams (10+ people)

Desirable Skills:

- Knowledge of TB and other co-morbid conditions like HIV and diabetics is desirable.
- Ability to guide and mentor team members and provide regular support through field visits, trainings and during the monthly review and planning meetings.
- Understanding of program planning, review and strategy development is essential.
- Excellent understanding on local context, practices and ability to liaise with various health forums / associations for increased private sector coverage for TB.
- Willingness, flexible and ability to work in a challenging environment. Hands on experience in documentation.
- Ability to anticipate the challenges/issues and initiate appropriate actions.
- Excellent spoken and written skills in English and should be able to understand and speak Hindi.
- Must have a two wheeler and valid driving license

Interested candidates are encouraged to apply with their latest CV. Please mention your current & expected salary and notice period required to join to hr@talertindia.org on or before 19th April 2021. Please mention **“Application for Post of Operations Lead”** in the subject line along with the location you are applying for.

TBAI is an equal opportunity employer, encourage women candidates meeting the above criteria are encouraged to apply.