Job Title: Field Coordinator
Project: Comprehensive, Integrated Person Centric Approaches for TB Elimination in Rural India
No. Of Positions : 05
Position Location: Bihar- Samastipur(1), Darbhanga (2), Jamui (1), and Banka (1)
Organization: TB Alert India

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

TBAI is looking for a highly motivated individual with outstanding credentials and with experience of working in TB control.

Field Coordinators Responsibilities:

The Field Coordinator will play an important role in implementing project activities on the ground and lead project at district level to deliver quality of services to project beneficiaries. And implement project as per performance framework, monitoring, data validation and address day to day pragmatic challenges on the ground. The following are the major responsibilities included but not limited to:

- ✓ Lead the project implementation in intervention districts.
- ✓ Work closely with the State Lead and manage operations at the ground level.
- ✓ Closely coordinate with the team to develop weekly/fortnightly micro-plans.
- ✓ Ensure the quality of project implementation through regular field visits.
- ✓ Engage district-level program staff, PRIs, and other stakeholders to ensure seamless coordination of activities.
- ✓ Support X-ray technicians and counselors in debottlenecking and problem-solving operational issues.
- ✓ Monitor data through M&E systems and ensure timely reporting.
- ✓ Coordinate, plan, and organize X-ray testing camps, awareness camps, CMEs, and PRI meetings at district/block/village levels.
- ✓ Liaise with PHI/PHC/UHC/District Medical Doctors and NTEP officials and local stakeholders to ensure seamless X-ray camps, other testings, and linkages to care.
- ✓ Liaise with district and block-level NTEP officials for effective project implementation.
- ✓ Identify, train, and engage community-level volunteers and build their capacities in TB care and control.
- ✓ Support and facilitate sputum sample collection and transportation from village-level camps to the nearest DMCs for TB testing.
- ✓ Ensure regular active TB case-finding activities and treatment adherence activities.
- ✓ Ensure adherence to the M&E plan and implementation plan.
- ✓ Ensure that all operational arrangements meet donor/project compliance standards.
- ✓ Perform any other jobs assigned as per program need.

<u>Eligibility:</u>

- ✓ Prior experience in managing field operations and experience in working rural setups preferred
- ✓ Graduate/Post Graduate/BSW/MSW with at least 3-4 years of field experience along with MS office Skills (word, Excel & PPT)
- ✓ She/ he should have had at least 3 years of experience in development sector and ability to work independently.

- ✓ Building successful collaborative relationships with internal and external stakeholders
- ✓ Experience of working with National TB program in a managerial capacity will be an advantage
- ✓ Must have own vehicle/Bike with valid driving license and willing to travel extensively in the filed

Salary: Monthly CTC (Cost to Company) for this position is capped at a maximum of INR 27,500/- only. The final salary will be determined and mutually agreed upon, taking into consideration factors such as the last drawn/current salary, experience in the relevant sector, credentials, and performance in the interview. Preference will be given to candidates proficient in reading, writing, and speaking local language and English.

TO APPLY : Please submit a comprehensive CV in the following link by 8th April 2024

Link: https://forms.gle/JbCQ1WWwGU3BjahP6

TBAI is an equal opportunity employer, encourage women candidates/TB Survivors meeting the above criteria to apply.

Please note that only shortlisted candidates will be contacted.