

Position:	Manager (Capacity Building)
Number of Position:	Two (2)
Type of Job:	Contractual Fixed Term Consultancy
Tenure:	Initially one year (01 April – 31 March 2025) (The period can be extended till 31 <sup>st</sup> March 2027 based upon performance evaluation)
Place of Posting:	Gurgaon
Essential Qualification & Experience:	<p><b>Qualification:</b></p> <p>MBBS and Master's Degree/Diploma in Public Health or Community Medicine or Community Health Administration or Pathology from a recognized university/institution.</p> <p style="text-align: center;">OR</p> <p>M.Sc./Ph.D. (Entomology or Zoology or Biomedical Sciences) from UGC recognized university/institution.</p> <p><b>Experience:</b></p> <p>Minimum 10 years of experience in teaching or training of public health staff, development of training material, reports writing, and project management including field work.</p>
Desirable:	3-year experience in leading and performing public health project related with vector borne diseases including planning, development, coordination, evaluation, implementation, technical assistance, conducting training programme and service delivery in a reputed national or state government or non-government organization(s), knowledge of country's health system and activities conducted by NCVBDC.
Age Limit:	Maximum 65-year age
Consultancy Fee Band:	Max. Rs. 1,50,000 per month (all inclusive) (The consultancy fee will be commensurate with the qualification and relevant experience.)
Travel: (Candidates who can travel frequently to manage trainings in different parts of the country only needs to apply)	Frequent official travel to regions and states to conduct trainings, coordination with regional offices, and state departments. While travelling, the consultant will receive a fixed per diem allowance for boarding/lodging expenses as per travel policy of the organization.
Last date to apply:	30 April 2024

#### About Organization

TCI Foundation is one of the premier non-government ISO 9001:2015 organizations in India. It is an autonomous organization having its presence across the nation. The Foundation works within the ambit of government rules and regulations, and in compliance with the laws of the land. TCI Foundation primarily provides supplementary support as a partner to governments in public health programmes and projects.

TCI Foundation is an equal opportunity employer. Employment at TCI Foundation is based solely on individual's merit and qualifications directly related to professional competence. TCI Foundation does

not discriminate against any employee or applicant because of race, caste, creed, colour, religion, gender, origin, disability, marital status, or any other basis protected by law.

#### Position Roles & Responsibilities

- 1) Training Plans: Work closely with NCVBDC, RoHFW, States and programme team under supervision of National Technical Lead to develop training strategy, training calendar, and plan in line with the programme needs and approved budget.
- 2) Training Curriculums: Coordinate with NCVBDC, RoHFW, States and programme team under supervision of National Technical Lead to develop training schedule and trainings curriculum.
- 3) Identification of Trainers: Onboarding of trainers with the approval from NCVBDC from government and non-government institutions to conduct training sessions.
- 4) Supervision: Supervise trainings in NCVBDC, regions and states ensuring implementations in a quality-controlled manner and provide feedback for improvement. Supervise logistic management of trainings.
- 5) Evaluation: Develop tools for evaluation of training programme and conduct training evaluations.
- 6) Training Modules: Support and coordinate updating of training modules and dissemination.
- 7) Innovative Methodology: Develop and implement innovative training methodology using E-Learning for wider dissemination of trainings across the country.
- 8) Reporting: Compile and develop a comprehensive report on trainings conducted at NCVBDC, regions and states within 7 days after completion of training.
- 9) Reporting to National Technical Lead for day-to-day assignments.
- 10) Willing to work additional hours as & when required by the organization.
- 11) Undertake any other assignments, which may be given from time to time by the organization.

#### Remember:

- 1) Check your eligibility before applying.
- 2) Given the large volume of applications we receive, we are unable to respond to all applicants and our responses are limited to those who are shortlisted.
- 3) Merely fulfilling the eligibility and applying for the position does not entitle the candidate to be called for interview.
- 4) No TA/DA will be paid to attend the interview in person.
- 5) The advertised position can be cancelled/varied as per the discretion of the employer.

#### Interview Criteria

- 1) Initially shortlisted candidates will be interviewed in virtual mode.
- 2) Shortlisted candidates from virtual mode interview will be invited for in-person interview at Gurgaon.
- 3) The candidates invited for in-person interview may subject to written test or presentation to understand their ability to work with the organization.
- 4) Final selection will be made from the candidates invited for in-person interview at Gurgaon.

#### Link to apply for the position

[Application link](#)