

Position:	Manager (Finance)
Number of Position:	One (1)
Type of Job:	Contractual Fixed Term Consultancy
Nature of appointment:	The appointment will be on contract basis initially for one year and thereafter extendable annually (or specified period) on the basis of performance appraisal (to be assessed for work output, personal attributes, functional competency etc.)
Place of Posting:	National Centre for Vector Borne Diseases Control Ministry of Health & Family Welfare Sham Nath Marg, Civil Lines, Delhi
Project Name:	Intensified Malaria Elimination Project-3 Supported by the Global Fund
Reporting to:	Nodal Officer GFATM Project under the overall supervision of the Director NCVBDC
Essential Qualification & Experience:	CA/ MBA (Finance)/ M. Com with at least 5 years' progressive experience in accounting, including analysis, financial reporting, budgeting and planning OR CMA/ PGDBM/ PGDBA (Finance) with at least 7 years' progressive experience in accounting, including analysis, financial reporting, budgeting and planning
Desirable:	<ul style="list-style-type: none"> • Experience of working with Global Fund and/or other international donor agencies like World Bank funded projects will be a distinct advantage. • Familiarity with the GFATM project operations and ability to effectively coordinate with the MoHFW, GoI; State Governments; NGO SRs; GFATM and their Local Fund Agent and partner organizations is preferable. • Knowledge of GFR 2017 rules for preparation and documentation of financial matters will be a distinct advantage.
Skills:	<ul style="list-style-type: none"> • Computer proficiency with commonly used software/ packages like MS Word, Excel, Power Point & Web surfing. • Knowledge and proficiency in finance related software and packages such as Tally, PFMS, GeM, and integrated accounting software • Excellent communication (oral and written) and presentation skills, analytical and interpersonal abilities. • Demonstrated ability to work in a multi-disciplinary team environment.

Consultancy Fee Band:	₹ 1,20,000 to ₹ 1,50,000
Annual Increment:	Annual increment would be based on performance appraisal.
Travel	During official travels if required, the consultant will receive a fixed per diem allowance for boarding/lodging expenses as per travel policy of the organization.
Last date to apply:	10 May 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. It also acts as advocating agency in the enactment of public policies in the country.

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 Purpose

To support NCVBDC for effective implementation of GFATM supported Intensified Malaria Elimination Project (IMEP-3) in various States at different levels (National/ State/ District/ Sub-district). The position, based at NCVBDC, would play a critical role in evidence-based decision making at various levels to bring efficiency and effectiveness in the Programme and in bridging the gaps between planning and implementation.

Position Roles & Responsibilities

- 1) To undertake Grant and Finance management, including but not limited to, maintaining proper accounting, financial analysis, financial reporting, budgeting, forecasting, auditing with the help of financial software and reporting system as per the Project/Programme requirements.
- 2) To review and strengthen the financial management within NCVBDC; and instates & Districts; NGO SRs to ensure adherence to the financing norms including implementation of PFMS/ Tally at all levels of financial transactions.
- 3) To supervise and monitor HR at various levels, analyze their monthly activity reports
- 4) w.r.t finance and provide feedback to them.
- 5) To review the monthly/quarterly/annual reports received from States/ Districts/ NGO SRs, based on agreed targets and progress made along with dashboard related programme indicators.
- 6) To prepare Progress Update and Disbursement Request (PUDR) to be sent to GFATM on a quarterly/ yearly basis and other documents, information products, as per requirements of the GFATM.
- 7) To ensure timely fund release (GIA- Grant-In-Aid) to the states, NGO SRs and timely collection of Statement of Expenditures (SOEs), Utilization Certificates (UCs) and Audit Reports.
- 8) To compile/update and monitor monthly account on the basis of monthly receipts and expenditure accounts (SOEs) received from State VBDCPs, NGO SRs and the Headquarter; and to provide timely updates to Dte. NVBDCP in terms of problems faced/issues identified at various levels and actions needed/ taken.
- 9) To ensure timely initiation and completion of annual CAG Audit of the project and to provide necessary information/data, as required.
- 10) To liaison and coordinate with MoHFW, Ministry of Finance, GoI; States/ Districts; NGO SRs; GFATM & LFA on financial matters, as and when required.
- 11) To prepare and implement financial guidelines on the line of FMG (NHM) guidelines, and a Fiduciary Management Plan for the project/programme.

- 12) To undertake field visits in States/ UTs/ Districts (at least once a month) to analyze the situation, assess implementation, finding gaps and take corrective actions accordingly, in a manner that maximizes coverage of health facilities/ villages and effective utilization of resources.
- 13) To undertake training/ capacity building of NCVBDC & other healthcare staff at National, State, District and Sub-district levels, online as well as in-person.
- 14) To participate in planning and organization of review meetings at National and Sub- national levels.
- 15) To undertake any other task assigned by the Reporting authority.

Rescission

Either party can terminate the contract by giving one month's notice in writing

Deliverables:

The Manager Finance will be required to submit a Monthly Activity Report and Annual Report to Reporting Officer with a copy to NCVBDC Performance appraisal would include review of monthly activity reports, field visits, timely completion of activities and innovations done and annual assessment.

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.

Selection:

- 1) Selection and appointment shall be carried out through advertisement followed by walk-in-written test/interview, if short listed.

Link to apply for the position

[Application form](#)