

External Advertisement

Released by	LEPRA Society	Job Title & Department	Operations Lead- JEET Department-Programmes
Date of Release	07 February 2019	Last date for receipt of applications	17 February 2019
Reporting to	Project Director- JEET	No of positions	01
Location	Indore , Madhya Pradesh	REF No.	OL- 30

Operations Lead - Project JEET

LEPRA Society is a pan-India health and development organization working for the people affected by Leprosy and other neglected diseases to transform their lives and overcome poverty, discrimination and disability. LEPRA endeavors to diagnose, facilitate treatment to those affected and help them to rehabilitate into the mainstream of the society. LEPRA works in collaborations with the Government and other funding agencies to reach into most inaccessible villages of Andhra Pradesh, Telangana, Assam, Bihar, Chhattisgarh, Odisha, Delhi and Madhya Pradesh states.

LEPRA Society in partnership with William J Clinton Foundation (CHAI) is implementing project "Joint Effort for Eliminating TB (JEET) "in the districts of Indore and Bhopal of Madhya Pradesh State. The objective of the project is to set up effective and sustainable structures to strengthen existing systems and seamlessly extend quality TB care to patients seeking care in private sector.

Locations: Indore, Madhya Pradesh

S/ he shall

- 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 liaisoning with government health departments & private service providers and other stake holders to foster support for effective implementation of project deliverables.
- Preparation of work plan, budget forecast and management of budget allocation as per the project activities and guidelines
- Ensure functional coordination involving programmes, MIS and Finance team while planning, 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 stake holders
- Manage project deliverables within stipulated deadlines
- Monitor engagement activities with private and public sector
- Monitor and periodically assess the project performance and staff performance against the key performance areas
- Submit reports and participate in national/state level reviews periodically as per project requirement
- Coordinate and support State/ District officials, field Officer PPSA ,SPMU in addressing service delivery issues
- Provide technical inputs and capacity building of project staff, government and private health workers.
- Ensure submission of periodical reports (programmatic and financial) as per LEPRA and donor requirements
- Ensure confidentiality and security of the information

Eligibility Criteria

Qualification and Experience

- Master's degree in Public Health/ Social work/ Social Sciences / Management from a recognized institution.
- Minimum of 3 years' experience in project planning and management ; capacity building; monitoring programme performance and donor compliance
- Preferred working experience in TB program, GFATM projects or public and Private engagement health program

External Advertisement

Skill sets required

- Good leadership and team management skills.
- Excellent project implementation skills; ability to achieve project deliverables as per project objectives.
- Result based monitoring and use of technology for project implementation
- Advocacy
- Network and Liaison Skills
- Effective finance & HR management
- Excellent Verbal and written communication skills in English & Local language.
- Good working knowledge in basic computer applications.
- Ability to travel extensively within the project area.

Remuneration: Rs. 25,250 (Gross salary) per month

Employee will be entitled to contribute to Employee's Provident Fund Scheme, Group Gratuity Scheme under LIC and covered under Medclaim and Personal Accident Insurance.

How to apply?

If you have the skills and necessary experience and are interested in this role please email your application along with detailed resume in the specified format downloaded from www.leprasociety.org (careers column) to hrd@leprahealthinaction.in clearly specifying the position (with REF.No) and location in the subject line.

“Women candidates are encouraged to apply”