

Terms of Reference for the Position of 'MIS Assistant – Axshya Plus', GLRA India

Specific Responsibilities:

- Plan the initial implementation strategies with the District TB Officer at the beginning of the project to have a specific geographical mapping of the field intervention.
- Coordinate and organize all district level activities including regular meeting with the District TB Officer, Senior Treatment Supervisors and establish a cordial relationship.
- Meet the NTEP personnel at the Tuberculosis Unit (TU)– Medical Officer and other staff.
- Assist collecting the list of index patient (microbiologically-confirmed pulmonary TB patients) diagnosed in the block from either the Nikshay portal or laboratory registers.
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- Guide the LTBI coordinators during the initial phases of roll out of the project and later provide supportive supervision to the field staff including MIS Assistant and LTBI Coordinators.
- Assign LTBI coordinators the task of making a house visit to index patients in their respective TU areas and meet the household contacts of index patients.
- Ensure that LTBI coordinators complete the cascade of care as mentioned in the training manual.
- Ensure regular updates to LTBI coordinators on resource availability at TU level for smooth implementation of activities and timely action.
- Accompany at-least 10% of TB patients during (a) the counselling TB patients about Treatment adherence along with LTBI Co-ordinator, (b) Counselling family members about TB prevention and care, (c) Informing about Tuberculosis Preventive Therapy to family members, (d) Preparing for screening of family members for LTBI, (e) Mobilising family members to nearest collection centres and Chest X-ray facility during initial months of implementation and with any new joiners during implementation.
- Support, review and adopt corrective measures with justified documentation in - recording and reporting of the details of household contacts, their LTBI status and eligibility for TPT after thorough assessment.

- Co-ordinate with engaged laboratories or private health facilities for sample collection and testing.
- Ensure that all reports are communicated to household contacts through LTBI coordinator.
- Establish linkages with doctors at the public health facilities for hassle-free assessment of household contacts for TB disease and TPT.
- Ensure that all eligible household contacts are initiated on TPT. Ensure that all diagnosed TB patients are put on anti-TB treatment.
- Interact with >10% of household contacts on TB preventive therapy at the start of treatment initiation.
- Interact with >10% of household contacts on TPT at the end of treatment.

Supervision and Reporting

The position reports to the Assistant Programme Manager – Axshya Plus.

Locations:

- **Madhya Pradesh:** – Bhopal, Gwalior, Indore, Chhatarpur, Shivpuri, Dhar, Sagar, Morena, Burhanpur, Satna, Bhind, Satna, Rewa, Shivpuri, Jabalpur, Dhar, Hoshangabad, Burhanpur, Katni, Mandsaur, Morena, Rajgarh, Vidisha, Betul, Khargone, Khandwa, Chhindwara, Guna, Damoh, Guna, Ujjain, Dewas & Ratlam
- **West Bengal:** - Howrah, Maniktala, Nadia, Medinipur East, Cooch behar, North & South Dinajpur, Darjeeling, Dakshin Dinajpur, North24 Paragana, Nadia & Murshidabad
- **Geographical scope:** - The 'MIS Assistant' will travel to the projects at short notice.

Qualification & Experience:

- Bachelor's degree in any discipline.

- Minimum of 5 years' experience, post qualification.

Desirable:

- Experience of working with Central and State government in public health programs.

Competencies and Skills:

- Proven ability and experience in leading and facilitating training workshops.
- Must be a self-driven individual with a strong sense of initiative.
- Work effectively within a team environment throughout the development life cycle.
- Good interpersonal skills including problem solving and leadership abilities.
- Excellent verbal and written communication skills.
- Detail-oriented with the ability to work independently.
- Working knowledge of Microsoft Office applications including Excel, Word and PowerPoint and Outlook.
- Ability to plan, set priorities, handle multiple tasks under tight deadlines.

Interested candidates may submit resume(indicating their motivation to apply) to axshya.plus@glraindia.in, by mentioning the position and location applied in the subject line.

*** Salary is negotiable and commensurate with experience and qualification.**

*** Only shortlisted candidates will be contacted for Interview.**