



# Chief Executive Officer, TB Alert India

## Job Description and Terms of Service

### Background to the Organisation

*TB Alert India* was constituted in 2004 and has since become a respected national tuberculosis NGO, directed from a headquarters in Hyderabad. Its work is funded by donors including USAID, The Global Fund to Fight AIDS TB and Malaria (GFATM), the Eli Lilly MDR-TB Partnership, the UK's Department for International Development (DFID), and TB Alert (UK).

*TB Alert India's* purpose is to enable people to access services for the prevention and effective treatment of tuberculosis. It also directly delivers TB services in some locations, and works to facilitate the effective delivery of TB services by government and private practitioners. *TB Alert India* employs a mix of project delivery mechanisms: implementation by our own staff teams, and implementation through a range of NGO partners. *TB Alert India* works in full alignment with the government's Revised National Tuberculosis Control Programme (RNTCP).

*TB Alert India's* work is currently focused in Andhra Pradesh and Delhi. The organisation aims to expand its geographic coverage and the Board of Trustees has identified two potential strategies: expansion into eastern states, specifically Tamil Nadu, Chhattisgarh, Orissa, Jharkhand and Madhya Pradesh, or expansion to the under-served northern states of Bihar and Uttar Pradesh.

*TB Alert India* has very close working links with TB Alert (UK), which is the UK's national TB charity. The two organisations use their combined reputations, skills and resources to tackle TB and influence healthcare provision in India and internationally.

### Background to the Role

*TB Alert India* has been led since its inception by a part-time Asia Representative, supported by a small core team and supplemented by project-specific staff. The Board of Trustees has now determined the need to appoint a full-time Chief Executive Officer with the strategic and operational experience and skills to lead *TB Alert India* on the next stage of the organisation's development. With the increasing importance of civil society involvement in TB care and control, as evidenced by a successful GFATM Round 9 bid as part of a consortium led by World Vision, *TB Alert India* now has an opportunity to position itself firmly as a leading health NGO in India.

One of the early tasks of the CEO will be to lead a situational analysis relating to the expansion of *TB Alert India* to new locations, and present conclusions and recommendations to the Board.

The successful candidate will have a successful public health background, and will have strong analytical, programmatic, monitoring, leadership and problem-solving skills, and the credibility and skills to effectively represent and negotiate on behalf of *TB Alert India* with stakeholders in the government, private and NGO sectors.

## **Job Purpose**

To create an even more effective organisation capable of delivering excellent, sustainable projects which contribute towards *TB Alert India's* goal of increasing access to effective TB treatment, and specifically to:

- Ensure the full and effective delivery of *TB Alert India's* programmes and activities to meet all contractual requirements
- Lead the expansion of *TB Alert India's* work to additional geographic locations
- Mobilise project and administrative funding from a range of donors and agencies
- Build and maintain positive relations with government at both Union and State levels, and with other major NGOs active in TB as well as in medical schools and the commercial sector
- Manage the professional staff to enable them to maximise their personal contributions
- Build the reputation of *TB Alert India*, both nationally and internationally, as a key organisation in India's TB control programme
- Ensure that the charity is well administered and meets its governance responsibilities
- Provide strategic guidance to the Board of Trustees.

## **Main Duties**

### **Leading and managing the organisation**

- Work with the Board to develop a new business plan for the organisation
- Lead implementation of the business plan, including setting appropriate targets and reviewing progress
- Develop operating policies to ensure programmes and activities are implemented effectively and that all monitoring, evaluation and reporting is undertaken
- Have responsibility for day-to-day financial management of the charity, including preparation of budgets for presentation to Trustees, and ensuring that income is maintained and expenditure is controlled in line with budgets and that potential risks are identified and managed
- Define the resources (human, material and financial) needed to operate effectively, and develop and lead the implementation of strategies to generate them
- Lead the staff team and ensure annual appraisals are conducted against agreed personal objectives.

### **External Relations**

- Represent *TB Alert India* and maintain effective relationships with principal supporters and stakeholders including the public, donors, funders and project partners
- Lead *TB Alert India's* advocacy activities including maintaining and developing relationships with relevant Union and state Government departments, with parliamentarians, and with other significant decision-makers
- Develop and maintain relations with partner agencies, notably Stop TB Partnership and the International Union against Tuberculosis and Lung Disease, and project delivery partners
- Develop and maintain relations with other relevant commercial or institutional bodies in the medical, pharmaceutical, international development and community health fields
- Act as the "public face" of *TB Alert India*, representing the charity in press and public appearances when required.

## **Terms of Service**

### **Reporting to**

Chairman of *TB Alert India*.

### **Other Key Internal Relationship**

Chief Executive of TB Alert (UK).

### **Salary and Benefits**

Rs.80,000/- to 90,000/- per month (may be negotiable for an exceptional candidate) plus PF, GLI, medical and accident insurance and other benefits as applicable.

### **Probationary Period**

Six months with an interim review at three months.

### **Place of work**

The position is located at the *TB Alert India* headquarters in Hyderabad, Andhra Pradesh; however the CEO would be required to travel extensively within India and occasionally internationally.

### **Application Procedure**

If you would like to speak about this post before applying, please call Tilak Chauhan, Asia Representative at *TB Alert India*, on 040 27176244 (10am – 4pm) or Cell 098 49107449.

Please submit a full CV together with a letter of application detailing how you meet the requirements of the 'Person Specification' document. Please give details of two people who can provide references, including your current or most recent employer.

Please email your application to Tilak Chauhan at [info@tbalertindia.org](mailto:info@tbalertindia.org)

Deadline for Applications: 11.59pm on Weds 1<sup>st</sup> September 2010

Date of first Interview: Sat 11<sup>th</sup> September 2010 in Hyderabad. (Travel expenses for attending interview will be reimbursed for second class AC)

Date of second interview for shortlisted candidates: Sat 25<sup>th</sup> or Sun 26<sup>th</sup> September 2010 in Hyderabad. (Travel expenses for attending interview will be reimbursed for second class AC or air fare)