

**ANDHRA PRADESH COMMUNITY HEALTH INTERVENTIONS PROJECT
JOB DESCRIPTION OF COMMUNITY HEALTH WORKER**

Title:	Community Health Worker
Report to:	District Coordinator
Location:	Anantapur/ Chittoor/ Kurnool/Kadapa/Nellore/Praksham Districts
Duties and Functions:	
<ol style="list-style-type: none"> 1. Collect base line information / data from the project area with instruction from the District Coordinator Sensitise key community leaders to mobilize participation of vulnerable group and community volunteers for awareness raising activities. 2. Assist the District Coordinator in selection of beneficiaries / mapping 3. Train Vulnerable Group and Community Volunteers, Community leaders, women groups, youth associations and other community groups to disseminate information and raise awareness on TB, HIV/AIDS, Malaria, Leprosy Filaria and other local prevalent diseases. 4. Support Vulnerable Group and Community Volunteers, NGOs/CBOs/Women Groups and other community groups to disseminate information and raise awareness of remaining community groups in village. 5. Organise IEC activities, awareness raising workshops, Observational days (TB, HIV/AIDS, Malaria, Leprosy, Filaria), Health camps and community health forum meetings. 6. Organise & develop Village Health Support Groups (VHSGs) by ensuring the representation of vulnerable groups in VHSGs to discuss local health problems and identify possible solutions 7. Facilitate the integration of VillageHealth Support Groups into wider village forums for discussion on specific health related issues and reach agreements on the responsibilities for required follow up action. 8. Facilitate volunteers to convene regular meetings of women's groups, youth associations & identify where new knowledge and awareness is needed and plan and arrange these activities. 9. Facilitate volunteers to develop Action Plans during the Community Group /Health Forum meetings. 10. Establish linkages and networking with Govt./NGOs/CBOs/Private Health Care providers and other existing community groups which provide services & benefits to vulnerable groups 11. Facilitate meetings between community leaders and health providers, local NGOs and other relevant agencies on issues raised and possible solutions. 12. Support health education activities of Govt. Health Workers. 13. Referring beneficiaries to take up appropriate services and benefits and supporting community health committees to conduct referrals. 14. Facilitate volunteers to mobilize community for all Training/ Sensitization meetings/workshops, IEC Van shows, Malaria Van Services, health camps etc. 15. Social marketing of impregnated bed nets and condoms with the support of Government 16. Facilitate community leaders in convening regular Village Health Support Group meetings to discuss health problems and agree on follow up action. 17. Maintain close linkages with private health care providers for strengthening referral services and other project related activities 18. Conduct village level record keeping and prepare progress reports on activities and achievements in project sites 19. Assist in logistic arrangement for organising different training programmes. 20. Responsible for execution of any assignment given by the Project Manager / District Coordinator for smooth functioning and implementation of the programme. 21. Any other jobs assigned by District Coordinator 	

**ANDHRA PRADESH COMMUNITY HEALTH INTERVENTIONS PROJECT
JOB DESCRIPTION OF DISTRICT COORDINATOR**

Title:	District Coordinator
Report to:	Project Manager

Location:	Anantapur/ Chittoor/ Kurnool/Kadapa/Nellore /Praksham Districts
Duties & Functions	
<ol style="list-style-type: none"> 1. Responsible for project delivery, monitoring and accountability in his/her respective district 2. Work closely with the District Lead Agency (DLA) & other partner NGOS in the District to ensure the efficient management & implementation of project activities and achievement of desired objectives. 3. Responsible for district level project planning with partner NGOs 4. Review, monitor and evaluate the programme activities of partner NGOs 5. Assist the project manager in coordination of visits from TBAI & TBA UK, research teams, and district level project stakeholders. 6. Assist the project manager for formation of NGO coordination meetings and workshops. 7. Review and collate partner NGO case studies, narrative and financial reports and prepare timely and accurate district level narrative and financial reports in the district and submit the same to the project manager by given deadline. 8. Liaise with respective partner NGOs field staff -Community Health Workers in the district for implementation of Planned Project Activities 9. Establish links and network with Govt./NGOs/CBOs/Private Health Care providers/local media and other existing community groups 10. Facilitate Community Health Workers in the participation Govt. Health Staff, Private Health Care Providers, NGOs, Women Groups, in workshops/sensitisation and awareness campaigns 11. Assist Community Health Workers in organizing Observational days (TB, HIV/AIDS, Malaria, Filariasis, Leprosy) and ensure representation of vulnerable groups, NGOs, CBOs, Women's Groups, General Health Staff etc. 12. Facilitate in organizing regular meetings between community leaders and health care providers, local NGOs and other relevant agencies, women groups, youth associations to share information, plan and carry out requisite actions. 13. Oversee community groups are represented in regular meeting of Primary Health Care committees to which Govt. Health workers are accountable 14. Support & provide guidance to Community Health Workers in organizing & developing Community Groups, Health Support Groups and ensure the representation of vulnerable groups in these forums 15. Support Community Health Workers in selection, orientation and training of vulnerable group and community volunteers. 16. Facilitate Vulnerable Group and Community volunteers in dissemination of information and raise awareness of Vulnerable and Community Groups in the villages and enhance referral of symptomatic patients to the nearest Govt. Health Institutions 17. Facilitate sensitizing and referring community members in Prevention of Disability (PoD)/ Prevention of Worsening Disability (PoWD) services for people with leprosy. 18. Support health education activities of Govt. Health workers 19. Support Community Health Workers in organizing workshops/sensitization campaigns on TB, HIV/AIDS, Leprosy, Filariasis and Malaria to identified target groups by involving PHC staff to promote knowledge, skills, techniques & encourage participation. 20. Responsible for managing logistical support 21. Holding Fortnightly /Monthly/Quarterly meetings to review progress & produce area report. 22. And any other actions as assigned by Project Manager 	

**ANDHRA PRADESH COMMUNITY HEALTH INTERVENTIONS PROJECT
JOB DESCRIPTION OF COMMUNICATION COORDINATOR**

Title:	Communication Coordinator
Report to:	Project Manager
Location:	Tirupathi , Chittoor District
Duties and Functions:	
<ol style="list-style-type: none"> 1. To plan, develop, design and procure IEC material on Leprosy, TB, HIV / AIDS, Malaria, Filaria for distribution at observational days, workshops, Health Support Group meetings. 2. Liaise with project staff in Six districts and respective partner NGOs for development of disease specific, vulnerable group/behaviour specific communication materials 3. Establish and strengthen meaningful linkages between Govt./NGOs/CBOs/ PHPs/Public Relation Departments in the districts in order to incorporate health education and information in the development of communication strategies. 4. Plan new approaches to mass awareness and education and arrange for innovative educational inputs through various media. 5. Facilitate in erecting hoardings / wall paintings at strategic areas in project areas. 6. Facilitate in dubbing of short films on local prevalent diseases in tune to local dialect 7. Plan, prepare and use special educational materials for specific vulnerable groups 8. Develop and prepare extension aids and ensure their supply to the project staff and targeted health staff and volunteers 9. Assess the needs of the Health Education material through various media for use by Project field staff , volunteers & community and arrange their supply 10. Determine relative reach and effectiveness of various media in order to assess their impact and provide feedback on the same to appropriate authorities (IEC committee) 11. Plan and arrange mobile film shows and other audio visual programmes in area 12. Identify folk media resources and to utilize the same 13. Tour at least 15 days in a month in the project area in order to understand problems and give on the spot guidance to field workers 14. Provide regular feedback on the programmed activities, particularly on motivational activities to the authorities concerned. 15. Produce periodical reports on IEC activities in the project area 16. Ensure optimum utilisation of IEC vehicles and audio visual equipments 17. And any other actions as assigned by Project Manager 	

**ANDHRA PRADESH COMMUNITY HEALTH INTERVENTION'S PROJECT
JOB DESCRIPTION OF PROGRAMME ASSISTANT**

Title:	Programme Assistant
Report to:	Project Manager
Location of the job:	Tirupathi , Chittoor District
Duties & Functions:	
<ol style="list-style-type: none"> 1. To collect, compile, analyse and give feedback on different reports submitted by District Coordinators /Community Health Workers for documentation 2. Compile with the reporting requirements of DFID and different Govt. agencies by sending the relevant reports in time 	

3. Liaise with all Sr. Staff of project, 36 Partner Organisations (District Lead Agencies & Implementing Partner NGOs) , receive information and prepare Quarterly, Half Yearly and Year End Narrative and Financial Reports.
4. Review periodically the achievements of projects in relation to action plans and submit reports to the Project Manager
5. Attend to the routine correspondence with all Sr. Staff of project and partners and advise the with all Sr. Staff of project and partners about special correspondence
6. Streamline the filing and documentation system to help in quick retrieval of relevant information
7. Logistical support for training workshops, meetings and monitoring visits
8. Streamline the system of incoming and outgoing correspondence and ensure timely response to the letters received
9. Time bound assistance to Finance and Admin Officer
10. Any other work that may be entrusted by the Project Manager

ANDHRA PRADESH COMMUNITY HEALTH INTERVENTIONS PROJECT

JOB DESCRIPTION OF FINANCE & ADMINISTRATIVE OFFICER

Title	Finance and Administration Officer
Reports to	Project Manager
Location of the job	Tirupathi, Chittoor District
Duties & Functions:	
<ol style="list-style-type: none"> 1. Submit financial statements and the fund requests in due course of time with consultation with and direction of the Project Manager. 2. Conduct budget flow analysis and maintain budget control systems. 3. Obtain and check vouchers and other documents required for authenticity of accounts such as participant lists, training reports etc. deemed necessary for maintaining required standards of accounting. 4. Maintain staff personal file, salary statements, and asset registers. 	

5. Verify log books, action plan, reports and attend review meetings.
6. Organise and facilitate meetings, training programmes, recruitments, and other project activities related to finance and administration
7. Liaise, monitor and support finance and administration staff of District Lead Agencies and partner NGOs.
8. Manage budgets and ensure financial systems are followed
9. Preparing yearly project budgets and other financial planning as and when necessary
10. Forecasting, monitoring cash flow
11. Maintaining books of accounts, assets registers, correspondence and records of activities;
12. Calculation and payment of salaries and funding aspects of the project
13. Maintaining close supervision on expenditure to ensure it is kept within agreed limits
14. Making sure all supporting documents are submitted/available before making payments.
15. Inviting (3) quotations before putting up for approval for purchases
16. Managing Petty Cash
17. Communicating with funding agencies and TBAI related to financial management
18. Submitting timely monthly/quarterly/yearly accounting reports
19. Taking care of Annual Maintenance Contracts, Servicing of various equipments/vehicles etc.
20. Participating in meetings
21. Purchasing goods and equipment, as required, and processing invoices
22. Any other jobs as assigned by the Project Manager

**ANDHRA PRADESH COMMUNITY HEALTH INTERVENTIONS PROJECT
JOB DESCRIPTION OF DRIVER**

Title	Driver
Reports to	Finance & Administration Officer
Location of the job	Tirupathi, Chittoor District
Duties & Functions:	
<ol style="list-style-type: none"> 1) Ensure before taking out the vehicle, check the oil, engine oil, water air pressure, brakes, battery, availability of tools and spare tyre. 2) Ensure maintenance of documents pertaining to the vehicle owner book, insurance paper, log book, driving license are kept in order in the vehicle. 3) Clean the vehicle everyday. 4) ensure the availability of essential spare parts/materials like fan belt, hose pipe, plug, brake, oil, headlight bulbs, gear oil. 5) Drive the vehicle carefully and safely for the field work and other visits. 6) Maintain the calendar for servicing and get the servicing done once in a month. 7) Bring to the notice of the Finance and Administration Officer any major repairs required for the vehicle well in advance. 8) Carry out minor repairs. 9) After the days work, park the vehicle in the garage/parking space (specified), ensure that the garage is fully secured and handover the keys to the persons incharge. 	

- 10) Ensure proper logging of daily runs and get the same signed by the Finance and Administration Officer.
- 11) Maintain strictly the time of reporting for duty.
- 12) Check the overloading in the vehicle
- 13) Carry out any other assignments given by the Finance & Administration Officer

**ANDHRA PRADESH COMMUNITY HEALTH INTERVENTIONS PROJECT
JOB DESCRIPTION OF IEC VAN DRIVER**

Title	Driver (IEC Van)
Reports to	Finance & Administration Officer
Location of the job	Tirupathi, Chittoor District
Duties & Functions:	
<ol style="list-style-type: none"> 1. Regarding IEC van shows with the help of Communication Coordinator prepare district wise route plan for the IEC Van Shows in rural & urban areas of six districts (Anantapur, Chittoor, Kurnool, Kadapa, Nellore ,Praksham) of Andhra Pradesh. 2. Responsible for the safeguarding all the equipments in IEC van like LCD, DVD player, Generator etc 3. Ensure before taking out the vehicle, check the oil, engine oil, water air pressure, brakes, battery, availability of tools and spare tyre. 4. Ensure maintenance of documents pertaining to the vehicle owner book, insurance paper, log book, driving license are kept in order in the vehicle. 5. To clean the vehicle everyday. 6. To ensure the availability of essential spare parts/materials like fan belt, hose pipe, plug, brake, oil, headlight bulbs, gear oil. 7. To drive the vehicle carefully and safely for the field work and other visits. 8. To maintain the calendar for servicing and get the servicing done once in a month. 9. To bring the notice of the Officer Incharge well in advance about the major repairs required for the vehicle. 10. To carry out minor repairs. 11. After the days work, park the vehicle in the garage/parking space (specified), ensure that the garage is fully secured and handover the keys to the persons incharge. 12. To ensure proper logging of daily runs and get the same signed by the Officer Incharge. 13. To maintain strictly the time of reporting for duty. 14. To check the overloading in the vehicle 15. To carry out any other assignments given by the Finance & Administrative Officer 	

**ANDHRA PRADESH COMMUNITY HEALTH INTERVENTIONS PROJECT
JOB DESCRIPTION OF PROJECT MANAGER**

Title:	Project Manager
Report to:	Project Director
Location:	Tirupathi, Chittoor District
Job Summary:	Responsible for the overall implementation of TB &/ HIV/AIDS, Malaria, Filaria, Leprosy programmes, in particular capacity building ,line manage staff from APCHIP coordination unit and 36 NGO partners, liaison with district health authorities, monitoring and evaluating programme performance, budget holding responsibilities.
<p>Job Responsibilities:</p> <p>1) Project management:</p> <ul style="list-style-type: none"> ➤ Develop direct relationships with all APCHIP Project Partners and line manage project staff for implementation of project activities ➤ Implementation of project strategies and plans as per approved project documents. <p>2) Project Monitoring and Evaluation:</p> <ul style="list-style-type: none"> ➤ Management / Administration Monitoring (staff / personnel, vehicles, supplies) ➤ Finance Monitoring (Project budget and expenditure, staff salaries & cash flow analysis) ➤ Receive, review and give feedback on different reports from projects including programme plans, budgets and reports ➤ Programme Monitoring (Activities, inputs, outputs, operational plans). Ensure monitoring of projects; develop and implement monitoring and reporting procedures; undertake monitoring visits to projects; arrange for monitoring and evaluation visits by experts ➤ Conduct evaluation studies or reviews to improve the performance of the project. <p>3)Networking / Liaison:</p> <ul style="list-style-type: none"> ➤ Liaison with District Health Programme Managers, District Administration, partner NGOs and other involved stake holders. <p>4)Project development</p> <ul style="list-style-type: none"> ➤ Guidance and Support to Team Members (Trainings, Planning, Monitoring & Evaluation as per strategy. ➤ Support field projects in designing activities and budgets, including giving assistance in defining work objectives and developing performance improvement plans, identifying training needs & Capacity Building of the projects staff etc <p>5)Finance & Administration control:</p> <ul style="list-style-type: none"> ➤ Executing the organizational systems as per policies and organizational manuals. <p>6)Management Information System (MIS):</p> <ul style="list-style-type: none"> ➤ Ensure effective MIS timely submission of reports to programs, accounts, Information Technology reports of organization and to Govt. <p>7) Work closely with Project Director and in particular to Project Coordination Committee, TB Alert India , to ensure they are fully provided with information they may need from and about projects</p> <p>8) This list of responsibilities is not comprehensive and the post-holder will be expected to take on other responsibilities as may be reasonably required.</p>	