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KHPT
engage, innovate, empower

## Introduction

**KHPT is a not-for-profit organization that has, for over two decades, worked alongside India's most vulnerable communities to improve their health and wellbeing. Our journey began in 2003 with focused initiatives to reduce the prevalence of HIV in Karnataka, and since then, our work has expanded to address a wide range of public health issues across the country. In places where health remains out of reach, held back by stigma, silence or systemic gaps, we have worked to change that reality. We believe the answers already exist in local knowledge, the culture of the place, and in collective intent. While health is our focus, we see it in its full context shaped by poverty, gender, social norms, urbanization and climate. We bring together technical expertise and community wisdom, blending data, dialogue and systems thinking to strengthen health systems and empower communities. Because health and wellbeing are rights. And every community deserves not just access, but the power to shape its own wellbeing.**

**KHPT has been selected as a Non-Government Principal Recipient (NGPR) for The Global Fund to Fight AIDS, Tuberculosis and Malaria (The Global Fund), for the grant cycle 2024-2027, for the TB grant in India. The key project elements include community engagement, capacity building and technical assistance. The major interventions of the project encompass (i) TB Champion Engagement across 14 states and one UT (ii) TB Mukt Grama Panchayath activities in 13 states (iii) Nationwide Technical Assistance for Direct Beneficiary Transfer (DBT) and Pradhan Mantri TB Mukt Bharat Abhiyan (PMTBMBA) - Sustaining the adoption initiative and strengthening service delivery linkages (iv) Strengthening counselling and patient support systems. KHPT will partner with suitable organisations as Sub Recipients (SRs) in implementing the project. The Major Stakeholders include The Global Fund, The Central TB Division (CTD), the State National TB Elimination Program (State NTEP) and the Local Funding Agent (LFA).**

**KHPT is seeking applications for the following position.**

# Community Coordinator (CE)

**Positions: 1**
**Bihar : 1- Muzzafarpur**
**Project Period: 01-Apr-2024 to 31-Mar-2027**

## Qualification, Skills & Competencies

- A person with graduation in any discipline or higher secondary with minimum 3 years work experience in health-related field activities.
- Working experience in GFATM Projects

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- Knowledge of grassroots TB initiatives is desirable.
- Ability to coordinate with Health.
- Local candidate from the same community/communities is preferrable OR Excellent understanding of the local context, practices, and ability to liaise with block/GP and health facilities.
- Willingness, flexibility and ability to work in a challenging environment.
- Well versed in electronic gadgets like mobile phone and tabs for documentation.
- Two-wheeler with driving licence is must for this position as the position demands at least 14 days travel in the villages, wherein public transport is nil/limited.
- Must be good in interpersonal communication and must be excellent in the local language.
- 70% minimum adherence of the above requirements should be met while shortlisting candidates.

## Roles and Responsibilities

- Mapping of the community and data collection on a prescribed format
- Identification of two potential TB Champions per A.A.M. through CHOs based on the selection criteria mentioned in the TB Champion SOP for the IMPACT-India Project.
- Local level coordination with the TB Champions and the Health Workers to ensure their participation in the prescribed NTEP Capacity Building workshops for the TBC, CHO, ASHA etc.
- Coordinate and facilitate the One Day Orientation of the TB Champions and the corresponding AAM CHOs on the IMPACT-India Project deliverables.
- Ensure Enrolment of the TB Champions and collection of the signed Self-Declaration Format on the data confidentiality.
- Ensure maintenance of a local Directory of all key stakeholders including but not limited to the TBC and CHOs. Identification of local leaders from among the stakeholders for voluntary services on local coordination & reporting on the project staff's behalf shall be encouraged.
- Facilitate the following on a regular basis for all geographies:
- Facilitate (a) follow up of all LTFU cases through the TBC in coordination with the respective CHOs/NTEP Staff, (b) update status in Ni-Kshay portal.
- Conduct Patient Support Meeting in all geographies (monthly activity for each geography)
- Coordinate with NTEP District/TBU staff to ensure participation of TB Champions in the District TB Forum Meetings (bi-annual activity for each district)
- Advocacy and facilitation of linkage of available NTEP Incentive schemes with the services of the TBC (Informant incentive, ACF, Sputum Transportation, Treatment Supporter, TPT etc. – State Leads shall provide the necessary guidance on the state specific scope available as per RoP)
- Perform Data and Situational Analysis and facilitate preparation of A.A.M. wise Monthly/Quarterly/half-Yearly Micro Plan & Travel Plans
- Collection of Monthly / Periodic reports and ensure uploading of data basis the "List of Indicators" & "Monitoring Indicators" for TBC Engagement received from the TBCs & CHOs.
- Validate the claims submitted by the TBCs and share recommendation basis eligibility

(refer "TBC engagement criteria") for payment to the DL for initiation of the Payment Request.

- Advocacy visit to AAM/TB Units (minimum frequency to be decided – beyond the same need based)
- Support the TBCs to coordinate with the stakeholders like SHGs, Youth Clubs, local NGOs, PRI/GP members for TB response activities.
- Documentation of Best Practices and /or behavioural response of the community to the intervention

Note: The principal responsibilities listed above are an illustrative list and not an exhaustive list. Additional responsibilities may be added from time to time depending on Project requirements.

## Reporting

The Community Coordinator (CE) will be reporting to the District Lead in the respective district.

## Remuneration

The compensation for the above-mentioned position/s will adhere to internal policies and market standards, determined by qualifications, relevant experience, budget availability, internal parity, and interview performance

**KHPT is committed to providing a safe and supportive work environment for all employees. We uphold the principle of equal opportunity and actively welcome female applicants. In addition, we encourage individuals with physical challenges, provided they possess the necessary skills and knowledge, and are willing to travel to apply. We seek candidates who can seamlessly integrate into our non-discriminatory, inclusive, and equitable organizational culture.**

**We will follow a systematic selection process to fill this position, taking into account experience, competency, suitability, aptitude to work with our health programs, and extensive knowledge of the areas we work in. Only candidates who meet our shortlisting criteria will be invited for an interview.**

**The above position demands excellent communication, interpersonal and computer skills and also involves travel. Preference will be given to candidates who have work experience in the relevant field and local candidates with required experience and skillsets.**

**The above-mentioned position requires outstanding communication, interpersonal, and computer skills, as well as the willingness to travel. Preference will be given to candidates with work experience in the relevant field and local candidates who possess the necessary experience and skill sets.**

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## How to apply

**Prospective candidates should submit their applications by clicking the "Apply Online" button next to the relevant vacancy on our current openings page at https://www.khpt.org/work-with-us/**

**The deadline for submissions is 22nd March 2026.**