3rd Aug, 2022

KHPT
engage, innovate, empower

Introduction

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KHPT is seeking application for the following position.

Finance Officer

Positions: 1
Location: Harapanahalli, Vijayangar District- Karnataka

Qualification, Skills & Competencies

- Graduate/ Post graduate degree in Commerce or Finance with minimum 4-6 years of experience in Finance and Admin is essential.
- Hands on knowledge on software like –MS Office, Tally, ERP9, etc.
- Good verbal and written skills over English and local languages, sound communication skills, convincing skills, negotiation skills and ability to work as a team member.

Roles and Responsibilities

- Verification of bills and preparing tally voucher.
- Preparing of SOEs related to project.
- To maintain accounts records (receipts etc.) of project
- To deal with passing of bills with thorough scrutiny as per laid down procedures.
- To maintain computerized cashbooks
- To process the payroll and deal with project staff salaries and consultancy.
- Review of all advances and follow-ups
- Addressing Finance related funder requirements
- To close the books after day's transaction
- To entry financial data in computer
- To carry out all other assignments given from time to time by the Finance Manager

Reporting

3rd Aug, 2022

The Finance Officer will be reporting to the Manager-Finance or the person designated by him/her.

Remuneration

The remuneration for the above positions will be fixed in line with internal policies and market standards which will be set based on qualification, relevant experience, budget availability and interview performance.

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How to apply

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The deadline for submissions is 22nd March 2026.

10th Mar 2026

Introduction

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KHPT is seeking application for the following position/s.

District Lead (Community Engagement)

Positions: 1

Location: Bangalore Rural- **Karnataka**

Project Period: 01-Apr-2024 to 31-Mar-2027

Qualification, Skills & Competencies

- Master's degree in social work, sociology, or public health, in a relevant discipline with minimum 5 years of experience or Graduates in a relevant discipline with substantial years of experience

- Should be a competent candidate experienced working in the field of TB, and HIV Care and support with key/vulnerable populations.
- Willing to travel extensively to all the villages, and spend quality time with the beneficiaries
- Fluency in written and spoken English and local language and computer skills is desirable.
- Self-motivated and able to motivate others
- Commitment to public health values and TB control
- Commitment to quality work by self, by team
- Two-wheeler with driving licence is must for this position as the position demands 10-14 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.

Roles and Responsibilities

The project's implementation geography in a state involves two primary interventions, TB Mukt Gram Panchayat (TBMGP) and TB Champion (TBC) Engagement, organized as a cluster of districts. In this structure, one district will host both interventions, while the remaining districts will solely focus on TBC Engagement. The District Coordinator - TBC engagement will be located in the TBC engagement focused district headquarters and will be responsible for the implementation of the intervention in the district.

- Function as point person for the project in the assigned district on behalf of KHPT/SR
- Function as Head of Operations for all project activities in the district which includes implementation and direct supervision of block level staff, if any
- Responsible for the TBC engagement project deliverables in the district and the clustered districts.
- Act as a communication channel between KHPT/SR State Implementation Lead and the NTEP for the TBC engagement activities
- Ensure the coordination with respective District TB Office with respect of the project activities.
- Ensure the documentation and reporting at district level and ensure the same is updated to the Cluster Lead on weekly/monthly basis.
- Support the training activities planned for the TBCs, District Nodal Officers, CHOs and staff.
- Ensure the planned activities are implemented on time with expected results envisaged in the project.
- Coordinate meetings at District/TU level for the TBC engagement intervention
- Day today coordination with Community Coordinators/NTEP team/HWC for follow up of the activities conducted/planed.
- Ensure regular (daily/weekly/monthly) monitoring of data
- Attending/conduct coordination meetings with Line departments (District/Taluk) for the support required for the project implementation
- Prepare District presentations on the performance and submission of reports to the line manager.
- Ensure Consolidation of the Report at district level and uploading to the website/Support to any survey team deputed by KHPT/SR.
- Support the PBTBMBA activities as per the guidance from the cluster/state lead.
- Any other activities related to the project assigned by the line manager (Cluster Lead)

10th Mar 2026

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 District Lead - CE will be reporting to the State Implementation Lead of the respective States

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

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KHPT is seeking application for the following position

National Public Health Expert

Positions: 1

Project: Impact India, KHPT

Division: TSU

Location: Central TB Division (CTD), New Delhi

Project Till: 31-Mar-2027

Qualification, Skills & Competencies

Essential Qualifications & Experience:

- MBBS from a recognized University/Institute with
  a) 5 years of post-qualification experience at state/zone/national level

OR

b) Post Graduate Degree i.e. MD/MS/DNB in Community Medicine/ Preventive & Social Medicine/Epidemiology/ Public Health/ Equivalent from a recognized University/Institute.

Skills & Competencies

- Experience in working in public private-mix projects
- Skilled in developing log frame matrices and project-level M&E indicators.
- Technical proficiency in managing large datasets and conducting complex analyses using data management tools.
- Hands-on experience with Ni-Kshay or similar Management Information Systems (MIS).
- Strong ability to collaborate effectively within multi-disciplinary teams.
- Advanced analytical skills with capacity to synthesize and interpret data reports and guide teams on data use.
- Proficient in computer applications, including advanced Excel and data handling software.
- Excellent team working and communication skills.
- Strong writing and verbal communication abilities.
- Comfortable with virtual platforms and digital meeting tools.
- Willingness to travel extensively across India.
- Fluency in English and Hindi

Roles and Responsibilities

- Promote use of Standards of TB Care in India (STCI) and assist in the development of additional tools and enablers for effective involvement of all care providers and stakeholders in NTEP.
- Assist CTD in development, piloting and the scale-up of operational models of Public Private Partnership in NTEP. Coordination with STSUs, Medical Colleges, NGOs, Private practitioner, professional medical associations, corporate sector care and public sector care providers outside the Health Department.
- Provide TA to CTD for the timely and complete reporting from various public private partnership project. Also facilitate the compilation and analysis of these reports at the national level.
- Provide TA to the CTD for monitoring and evaluation of public private collaborative activities under NTEP.
- Analysis of data and provide solutions to States/districts on regular basis
- Inter sectoral coordination and resource mobilization, document learnings from one site and disseminate knowledge to others
- Undertake any other activities as assigned by CTD in the interest of NTEP /TB Elimination in India.

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

National Public Health Expert will report to the Nodal Officer – CTD and Project Director – Impact India, KHPT

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

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KHPT is seeking applications for the following position.

Manager – Finance

Positions: 1
Location: Bengaluru
Project Period: 01-Apr-2024 to 31-Mar-2027
1-2 days travel to project locations in a month.

Qualification, Skills & Competencies

- A Bachelor's Degree in Commerce and or Master's in Business Administration with specialization in Finance and a minimum of 8 to 10 years of professional experience in development agency.
- Working experience in The Global Fund projects is desirable
- Good Interpersonal & communication skills

- Good analytical, spreadsheet and accounting software skills; Knowledge of Accounting package Tally is preferred.
- Excellent written and verbal communication skills
- Good understanding of statutory compliances of the development sector organizations.
- Budgeting, Forecasting, Review of Budget Vs Actuals and Financial Reporting
- Flexible with travelling as this position may require travel to Project locations.

Roles and Responsibilities

The Manager – Finance plays a crucial role in supporting the financial and accounting functions of the project funded by The Global Fund, contributing to proper book keeping and accurate financial reporting and compliance with established policies and procedures of the organization and The Global Fund Financial guidelines.

- Work closely with the project team to ensure the successful implementation of The Global Fund project, in liaison with the senior management team.
- Manage the daily operations of the accounting and finance function including month and year end closure process.
- Timely completion of financial review/ settlements/ online transactions/ reporting as per Organization & Global Fund requirements.
- Maintaining books of accounts with proper voucher system and book-keeping by complying with standard accounting principles, the financial systems and procedures of KHPT, Statutory and The Global Funds Financial Guidelines.
- Responsible for rigorous tracking of project expenditure and ensuring that funds are optimally utilized in the project and there is no underspending/overspending for each line item
- Ensure strong internal controls for the project financial management as per the Financial Systems and procedures of the organization and The Global Fund's financial guidelines
- Ensure compliance with all the statutory requirements and The Global Fund Financial guidelines.
- Coordinate the Internal Audit/Internal reviews/The Global Fund/Global Fund representative's/ the Local Fund Agent (LFA) of The Global Fund reviews.
- Efficiently manage the overall project financial resources, Develop and execute financial strategies, budgets, and forecast.
- Support and coordinate in conducting capacity building trainings on finance to the project staff to adhere to the Financial Systems and procedures of KHPT and The Global Fund's financial guidelines
- Work closely with the programme staff to review the monthly financial reports in comparison with the approved budgets.
- Financial reporting and analysis, and ensure accuracy and timeliness in financial statements and report for consolidation and final reporting to the PR.
- Monitor time sheets ensuring the proof of time allocated to Global Fund project activities.
- Carry out field visits for physical verification and finance monitoring
- Handholding and supportive supervision – at least one travel to states in a month, 2-4 days, for handholding and supportive supervision.

- Closely work with Senior Manager – Finance and Central Finance team in adhering to organizational policies and procedures, The Global Fund guidelines, related to procurement, training, capacity-building activities, and other activities related to the implementation of the project.

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Reporting

The Manager - Finance will be reporting to the Senior Manager - Finance KHPT, Delhi

Remuneration

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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

9th Mar 2026

- 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

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Reporting

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

Remuneration

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