



OFFICE OF THE PROJECT DIRECTOR
STATE AIDS CONTROL SOCIETY

MIZORAM : AIZAWL

C-56, Opposite Presbyterian Church
Ramhlun North, Pin- 796012. Ph: 0389-2349566

Website: <https://mizoramsacs.org>

ADVERTISEMENT

Dated: the 30th January, 2024.

No. F. 14016/1/2018-MSACS/56 : Mizoram State AIDS Control Society (MSACS) invites application (alongwith 1 affixed passport size) with full bio-data/resume for filling up of the posts mentioned below on Contractual basis. Interested persons may submit application to the office of the Project Director, MSACS, Ramhlun North, Opposite to Presbyterian Church, Ramhlun North on or before **16th February, 2024 (till 3:00 P.M)**.

(Common Application Form can be downloaded & other information can be seen from MSACS website <https://mizoramsacs.org>)

Sl.No	Name of posts	No. of Post	Place of Posting	Monthly Renumeration
1	Medical Officer, ART Centre	2	1.Civil Hospital, Lunglei 2. Dist. Hospital, Champhai	Rs. 72,000
2	Medical Officer, OST Centre	1	Lengpui PHC	Rs. 72,000
3	Dy. Director (CST)	1	MSACS Office	Rs. 50,680
5	Staff Nurse, ART Centre	1	Civil Hospital, Lunglei	Rs. 21,000
6	Data Manager, ART Centre	1	Kulikawn Hospital, Aizawl	Rs. 21,000

- Upper age limit relaxation will be as per The Mizoram Gazette Notification No. A-12011/1/2019-P&AR(GSW), Dt: 3.6.2019
- All applications shall be examined and shortlisted based on their qualification and experience .
- Written examination may be conducted.
- Date, Venue & time for Written examination/ Personal Interview will be intimated to the qualified candidates.

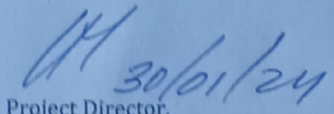
Sd/- DR. LALTHLENGLIANI
Project Director,
State AIDS Control Society
Mizoram : Aizawl

Memo No. F. 14016/1/2018-MSACS/56

Dated: Aizawl, 30th January, 2024.

Copy to:

1. PS to the Hon'ble Minister, Health & Family Welfare, Govt. of Mizoram for favour of information.
2. PPS to the Principal Secretary to the Govt. of Mizoram, Health & Family Welfare Deptt for favour of information.
3. Jt Director (Fin), MSACS for information and necessary action.
4. Jt Director (Prevention), MSACS for information.
5. Jt Director (CST), MSACS for information.
6. Asst Director (Doc & Pub), MSACS to upload necessary documents in MSACS website.
7. Editor **VANGLAINI** for publication of 2 consecutive days in his Newspaper.


Project Director,
State AIDS Control Society
Mizoram: Aizawl





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COMMON APPLICATION FORM FOR VACANT POSTS UNDER MSACS

Recent
passport
size photo

1. Name of Candidate : _____
(in capital letters)
2. Father's/Mother's Name : _____
3. Date of Birth : _____
(as per HSLC/HSSLC Certificates)
4. Name of Post to which applied : _____
5. Permanent Address : _____

6. Address for correspondence : _____

7. Contact No. : _____
8. E. mail ID : _____
9. Educational Qualification : _____
and other certificate (attach
self-attested photocopy of the
supporting documents) _____

10. Experience (if any) : (can be done in separate sheets)

DECLARATION

I hereby declare that the information given above and in the enclosed documents is true to the best of my knowledge and behalf and nothing has been concealed therein. I understand that if the information given by me is provided false/ not true, I will have to face the punishment as per the law.

Place :
Date :

(Signature of the Candidate)



Position	Essential Qualification	Desirable	Essential Experience	Job responsibilities (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
MO - ART	MBBS with valid registration from the respective State Medical Council/NMC	Work Experience in HIV/AIDS Programme in field settings. Those with MD Medicine / Diploma in Medicine will be preferred.	6 months work experience. Post Graduates from Clinical Discipline will also be considered. Good working knowledge of computer, MS office.	<ul style="list-style-type: none"> <input type="checkbox"/> Medical Responsibilities: He/she should conduct the initial evaluation of PLHIV (clinical and lab) and initiate PLHIV on ART <input type="checkbox"/> He/she should conduct the clinical and lab monitoring of PLHIV initiated on ART (including CD4 count, adherence, viral load testing and other lab investigation) <input type="checkbox"/> He/she should identify PLHIV with advanced HIV and ensure management of all patients advanced HIV disease at ART centre or must ensure referral and linkages to appropriate facilities e.g. lab, in patient departments etc. <input type="checkbox"/> He/she should refer difficult/ complicated cases to the nodal officer or other specialist for further expert opinion and interventions including admission and inpatient care, if required. It includes referrals to other departments for treatment of, OIs, STI, etc. <input type="checkbox"/> He/she should provide OI prophylaxis and preventive treatment as per guidelines <input type="checkbox"/> Prevention and management of TB coinfection: He/she should perform 4S screening and take decision about TPT initiation or referral for TB diagnosis for all PLHIV attending ART centre. Initiation of ATT, CPT and ART as per technical guidelines <input type="checkbox"/> He/she must update the prescribed columns in white cards and green books <input type="checkbox"/> Ascertain eligibility for differentiated care (MMD, LAC, other DSD models) <input type="checkbox"/> MO should refer "suspected/confirmed treatment failure" cases, "complicated cases" to the SACEP at the COE/ART plus for screening and initiation/modification/switch of ART, if required. The nodal officer of the ART centre must countersign all such referrals <input type="checkbox"/> Focal point for care of exposed babies and EID for HIV exposed babies found "reactive" with DBS at ICTC and referred to ART centre <input type="checkbox"/> Update the prescribed columns in white cards and green books. 12. Should actively participate and coordinate all initiatives/activities related to ART (e.g. Telemedicine, Verbal Autopsy, DSDM etc.) implemented by SACS/NACO time to time <input type="checkbox"/> .Any other activity assigned under the Programme <input type="checkbox"/> Administrative Responsibilities: <input type="checkbox"/> In the absence of SMO, the MO is the functional team leader of the ART centre under the overall guidance of the Nodal officer. The MO must supervise the administrative and medical functions of the ART centre on a day- to- day basis <input type="checkbox"/> He/she should provide leadership to staff to work as a cohesive team and ensure implementation of national operational and technical guidelines <input type="checkbox"/> He/she should ensure implementation of national operational and technical guidelines at ART Centres <input type="checkbox"/> MO should also coordinate and monitor the linkages with CSC, other NGO's and networks <input type="checkbox"/> He/she must co-ordinate and monitor the LAC/DSD models launched in the ART centre and ensure that the standard guidelines are being followed. Responsibilities in respect to Link ART centres/ LAC plus/ linked ART refill (DSD) sites <ul style="list-style-type: none"> • He/she has to mentor and monitor the functioning, recording, and reporting of LAC/LAC plus/ DSD site along with the Nodal officer • He/she must follow up out referral and in- referral of patients and communicate with the Link ART centre • He/she must take decision to link out willing patients to the nearest LAC based on eligibility criteria • He/she must do the clinical review of patients referred back to the nodal ART centre from LACs. <input type="checkbox"/> Monitor the consumption and availability of drugs (ARV, ATT, OI and other drugs), CD4/VL kits, other consumables and alert the concerned authorities in case of impending shortage well in advance so as to enable adequate replenishment without disruption of ART care and support to PLHIV . Ensure that there is adequate drug stock available for multi-month dispensation patients. <input type="checkbox"/> He/she should verify the staff attendance register daily and get it approved by the Nodal Officer at the end of the month before forwarding the attendance to the SACS <input type="checkbox"/> MO must assist the nodal officer in carrying out the annual performance appraisal of the contractual staff based on the PMDS format which should then be approved by the nodal officer <input type="checkbox"/> He/she must attend or ensure appropriate representatives are sent for monthly coordination meetings held at the district level, ART centre-CSC coordination meetings, HIV-TB meeting, DAPCU coordination meeting and any other . The MO must attend review meetings by NACO/ SACS and training programmes conducted for medical officers <input type="checkbox"/> He/she must be aware of all communications sent from NACO/SACS to the ART centre and should update the nodal officer about them on a day to day basis <input type="checkbox"/> He/she must ensure that all records, registers, cards and IT based reporting system IMS software are updated daily and reports are sent to the concerned authorities on time. All reports should be checked by the MO before taking approval from the Nodal Officer for sending them to the concerned authorities. <input type="checkbox"/> Besides all the above, any other duty assigned by ART Centre In-charge/ SACS/NACO pertaining to ART services.

OST

Position	Essential Qualification	Desirable	Essential Experience	Job responsibilities (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
Medical Officer - OST	MBBS with valid registration from the respective State Medical Council/NMC.	6 months of Junior Residency in any clinical branch. Work Experience in HIV/AIDS Programme in field settings.	Those with MD Psychiatry / Diploma in Psychiatry Medicine (DPM) will be preferred. Good working knowledge of computer, MS office.	<ul style="list-style-type: none"> <input type="checkbox"/> Assess patients of suitability for initiation into opioid substitution therapy programme. Induction into OST for clients that suit the criteria as per guideline. Also ensuring non-eligible clients are referred to appropriate referral services. <input type="checkbox"/> Prescribe dosage for each client and ensuring that the dosage prescribed are adequate and dose modifications are being done in case management. <input type="checkbox"/> Conduct regular follow ups as per protocol/clinical practice guidelines <input type="checkbox"/> Ensure that dispensation is being conducted as per protocol/clinical practice guidelines <input type="checkbox"/> Provide routine health check and basic health-care including appropriate clinical management/referrals for wound/abscess, overdoses and STIs, as per the facilities available at the clinic. <input type="checkbox"/> Ensure documentation is being done as per the clinical practice guideline and standard operating protocols <input type="checkbox"/> Be willing to go to Satellite OST centres once a week for monitoring and follow up of OST clients <input type="checkbox"/> Be willing to provide teleconsultation to satellite OST centres and clients on take home if required <input type="checkbox"/> Be willing to do task sharing (enter assessment details, follow up details on SOCH) <input type="checkbox"/> Provide basic information to the clients and family members about the treatment process <input type="checkbox"/> Referrals to ICTC for HIV diagnosis and other institutions for advanced care treatment <input type="checkbox"/> Follow the NACO technical guidelines/protocols in all clinical practice <input type="checkbox"/> Continuing professional development and sharing information between other care providers <input type="checkbox"/> Help the centre in carrying out advocacy activities with higher authorities and stakeholders <input type="checkbox"/> Lead the staffs in conducting regular program performance review of OST centre and satellite OST centres <input type="checkbox"/> As and when required, the OST MO will also be responsible for sharing task with MO of other NACP facilities <input type="checkbox"/> The staff will be required to do task sharing with their counterparts in other facilities <input type="checkbox"/> Any other activity assigned under the Programme



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DD-CST	University degree in Medical Sciences or Masters/Diploma in Public Health/ Health Management or Similar PG Courses in Health Care Management. Masters in Social Science/ Social Work/ Sociology/ Psychology/ Clinical Psychology/Medical Microbiology.	5 years experience in Health sector (preferably HIV) Good working knowledge of MS Office	<ul style="list-style-type: none"> <input type="checkbox"/> In the States where there is no JD (CST & LS), the DD will be the in charge of CST & LS <input type="checkbox"/> To ensure implementation of CST Services as per prescribed NACO Guidelines for CoE, pCoE, ART plus, ART centres, LAC plus, LAC, CSC and any other site dispensing /refilling ART under guidance of JD CST <input type="checkbox"/> Assist JD CST in mentoring and supportive supervision to all ART facilities including CoE, pCoE, ART plus, ART centres, LAC plus, LAC, CSC and any other site dispensing /refilling ART. <input type="checkbox"/> He/She should visit each ART centre at least once in 3months and LAC /CSC & other refilling sites once in 6 months as per NACO Guidelines. Prepare visit plan in coordination with JD CST and AD CST to avoid duplication of visit. <input type="checkbox"/> To compile the monthly ART centre reports from all the centres and support JD CST in analyzing the same and take necessary action as per JD CST directions <input type="checkbox"/> Compile and share data to NACO in prescribed formats under the guidance of JD CST <input type="checkbox"/> Assist JD CST in implementation of ART services with active participation of NGOs and PLHIV networks <input type="checkbox"/> Assess the need and organize training of various personnel involved in ART services under the guidance of JD CST <input type="checkbox"/> Assist JD CST in Identification and establishment of sites for new ART centres and Link ART Centres as per NACO criteria <input type="checkbox"/> Facilitate printing of registers, formats, records required for ART Centre and LAC as per NACO guidelines under the guidance of JD CST <input type="checkbox"/> Coordinate within SACS to ensure linkages with ICTC, Lab and TI division for comprehensive HIV Care. <input type="checkbox"/> Coordination with other National Health Programmes like NTEP, NHCP, NVBDCP, NCD etc. <input type="checkbox"/> To support JD CST to develop clear targets with time lines, determine resource requirements and monitor the program management and information systems as part of the comprehensive HIV/AIDS Care and treatment programme. <input type="checkbox"/> Focal point for Forecasting, supply and utilization of ARV drugs, relocations and monitoring of stocks of ARV drugs and coordination with NACO to avoid any drug stock out or expiry of ARV drugs <input type="checkbox"/> Monitor procurement, supply and availability of OI , PEP drugs and other ARV drugs as per requirements <input type="checkbox"/> Any other activity assigned under the Programme <input type="checkbox"/> Preparation of Annual Action Plan for CST <input type="checkbox"/> Implementation of all National Guidelines pertaining to CST.

Position	Essential Qualification	Desirable	Essential Experience	Job responsibilities (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
Staff Nurse-ART	B.Sc. Nursing. OR GNM Candidate must be registered in State nursing council.	Community candidates from HIV infected and affected as well as key communities.	The candidate should be computer literate with working knowledge of MS office, usage of Internet and electronic mail. Engagement with key populations and affected communities at field level,	<ul style="list-style-type: none"> <input type="checkbox"/> Perform all paramedical functions of the centre as per requirement and support medical officers in patient consultation <input type="checkbox"/> Perform baseline assessment of the patient including pulse, BP, weight, height etc <input type="checkbox"/> Assess the physical, social, and psychological needs of the patient. <input type="checkbox"/> Support management of patients with advanced HIV disease under the guidance of SMO/MO <input type="checkbox"/> Provide need-based nursing care and support to the patients <input type="checkbox"/> Role of nurses at the ART centre in HIV-TB coordination: <ul style="list-style-type: none"> a. Focal point for all HIV-TB related activities b. Screening all the 4S +ve cases referred by the care coordinator for TB using 4 symptoms complex screening tool c. Record the TB symptom of the patient using the detailed stamp in the patient Green Book. d. Ensure referral of presumptive TB patients to CBNAAT/other appropriate diagnosis e. Fill TB referral form, facilitation TB referral and updating TB results status f. The lab form to be stamped by the nurse with the ART centre stamp to facilitate fast tracking of the patient for TB testing g. Maintaining and updating HIV-TB line list and TB register h. Coordinate with medical officer for initiation of TB treatment in PLHIV with TB co-infection. Provide counselling to PLHIV about TB treatment and ensure treatment completion. i. Prepare, update and maintain TB Treatment Card, HIV-TB register j. Attend the monthly NTEP meeting along with the completed line list for the month to be shared with the concerned STS k. Maintain the TB/HIV register at the ART centre ensuring timeliness, accuracy and completeness l. Coordinate with data manager for preparation of TB/HIV section of MPR m. Coordinate regularly with the HIV-TB coordinator / STS/STLS to ensure effective coordination between ART and NTEP for smooth functioning and uninterrupted service delivery. n. Share the details of all patients initiated on ATT at the ART centre / transfer of HIV-TB patients to another ART centre, with the HIV-TB coordinator daily. o. Ensure that all PLHIV receive TPT. Coordinate with other staff to ensure documentation of updated information in white card for PLHIV initiated on TPT with outcomes on completion of TPT. <input type="checkbox"/> Focal point for infection control practices at ART centre: <ul style="list-style-type: none"> a. Reinforce hand hygiene practices b. Reinforce cough hygiene in PLHIV with respiratory symptoms, including use of face covers /masks c. Ensure implementation of universal safety precautions and proper waste disposal at the centre d. Availability of PEP in emergency, labor room, ICU and other critical areas and maintenance of its records. e. Ensure implementation of IPC/AIC practices <input type="checkbox"/> Focal point for all issues related to pregnant positive women and HIV exposed child and early Infant Diagnosis (EID) in the absence of counsellor <input type="checkbox"/> Coordinating and tracking the referrals made within the hospital by establishing linkages with various departments and in-patient wards <input type="checkbox"/> Streamlining and guiding patients at the ART centre and helping in the efficient and orderly functioning of the centre <input type="checkbox"/> Dispensing of ARV drugs in the absence of pharmacist as and when required Counselling of patients as and when required <input type="checkbox"/> Collection of blood samples for CD4 testing and arrange/perform its transportation to the linked lab during the absence of Lab technician as and when required <input type="checkbox"/> Provide reports to the doctor and other members of the ART centre multidisciplinary team <input type="checkbox"/> Updation of reports as per NACO guidelines <input type="checkbox"/> Any other duty assigned by ART Centre In-charge

Position	Essential Qualification	Desirable	Essential Experience	Job responsibilities (All SACS, district and facility level staff will work in accordance to the operational and technical guidelines of NACO issued from time to time focussing on but not limited to the following activities)
Data Manager at OST	Graduate in any discipline with Diploma/Certificate in Computer Applications (from a recognized institute or university)	Working experience in data management and working knowledge of health related softwares. Work Experience in HIV/AIDS Programme in field settings.	Masters in Statistics/ Mathematics.	<input type="checkbox"/> Register patients in the OST centre on all work days <input type="checkbox"/> Take out the client related files during every visit by the client for follow-up <input type="checkbox"/> Ensure that the records are maintained by every staff <input type="checkbox"/> Prepare and send monthly reports for OST center and Satellite centres <input type="checkbox"/> Analyse the data and provide regular feedback on monthly program performance to the staffs <input type="checkbox"/> Generate a monthly list of irregular, pre LFU clients and share with Counsellor and nurse for monitoring and counselling. <input type="checkbox"/> Prepare weekly list of LFU cases to be shared with link IDU TI for follow up in coordination with counsellor and nurse <input type="checkbox"/> Maintain a record of LFU lists and tracking status in coordination with Counsellor. <input type="checkbox"/> Feed the data in the MIS/SOCH regularly <input type="checkbox"/> The Data Manager will also be responsible for sharing task with Data Manager of other NACP facilities <input type="checkbox"/> Any other activity assigned under the Programme

Data Manager - ART	Graduate in any discipline with Diploma/Certificate in Computer Applications (from a recognized institute or university)	Working experience in data management and working knowledge of health related softwares	Graduate or Masters in Statistics/Mathematics will be preferred. Work Experience in HIV/AIDS Programme in field settings.	<input type="checkbox"/> Any other activity assigned under the Programme <input type="checkbox"/> He/she must work under the guidance and supervision of SMO/MO <input type="checkbox"/> Ensure that all data recording and reporting softwares are properly installed, functioning, and updated <input type="checkbox"/> He/she must update all IT based reporting system on daily basis and prepare reports to be sent to the concerned authorities as per NACO guidelines. <input type="checkbox"/> Generate due list of PLHIV on ART, list of pre-ART (PLHIV on preparedness phase)/on-ART MIS/LFU, due list for CD4/VL testing and other list as required for patient and programme management and share them with respective ART staff <input type="checkbox"/> Share list of pre-ART/on-ART MIS/LFU with CSC for tracking and tracing, coordinate for feedback and update the feedback in IMS and white card (All ART Records) <input type="checkbox"/> Print and share all circulars/information sent by NACO/SACS to the Nodal Officer/SMO/MO and maintain a file for the important orders/communication <input type="checkbox"/> Maintain the attendance register for the ART centre staff and get it verified by the SMO/MO every day and by the Nodal Officer at the end of the month <input type="checkbox"/> Maintain the HR file including the biodata of the staff, copies of certificates, appointment letters, contractual service agreement, performance appraisal report, training details, remuneration etc <input type="checkbox"/> Coordinate with the LAC/ LAC plus centres and ensure that all LAC/ LAC plus related tools are complete <input type="checkbox"/> Prepare and send all the monthly reports prescribed by NACO and SACS after approval of MO/SMO/Nodal Officer <input type="checkbox"/> Assist in analysis of data under the supervision of the Nodal Officer of the ART centre <input type="checkbox"/> Maintain the accounts of the ART centre and the fixed assets register <input type="checkbox"/> Data managers at ART centres shall support in Teleconsultation activities. DM at ART plus centre shall also function as the SACEP coordinators. <input type="checkbox"/> Ensure regular data back-up. <input type="checkbox"/> Any other duty assigned by ART Centre In-charge. <input type="checkbox"/> Any other activity assigned under the Programme
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