Project Associate

Organization:
FIND, the global alliance for diagnostics, seeks to ensure equitable access to reliable diagnosis around the world. We connect countries and communities, funders, decision makers, healthcare providers and developers to spur diagnostic innovation and make testing an integral part of sustainable, resilient health systems. We are working to save 1 million lives through accessible, quality diagnosis, and save US$1 billion in healthcare costs to patients and health systems. We are co-convener of the Access to COVID-19 Tools (ACT) Accelerator diagnostics pillar, and a World Health Organization Collaborating Centre for Laboratory Strengthening and Diagnostic Technology Evaluation.

FIND India, with its office in New Delhi, is an independent non-profit organization created under Section 8 of the Indian Companies Act, 2013. The organization is dedicated to activities focused on introducing and expanding quality assured, rapid, accurate and accessible diagnostic solutions for several infectious and non-communicable diseases. FIND India has undertaken several projects focused on TB, viral hepatitis C, COVID-19 and Antimicrobial Resistance (AMR).

Project Background:
Airborne diseases including TB, in health care settings represent a major public health challenge. In 2010, National Airborne Infection Control (AIC) guidelines were adopted in India. These guidelines included specific policies for TB prevention and control in health care settings. However, the present uptake and implementation of these guidelines remains sub-optimal under the NTEP and NACP. The AIC guidelines assume greater importance with the recent Covid-19 pandemic. With the objective to improve outbreak preparedness, and control TB and other airborne infections at healthcare settings, the proposed activities are designed to ensure adoption of AIC practices at all nodal DR-TB facilities.

Further, with the adoption of “Test and Treat” policy by NACP the life expectancy of PLHIV has improved, which makes management and prevention of co-infections critical for the success of HIV program. With ART centers being overburdened and overcrowded in India, AIC becomes a core area of public health intervention to prevent transmission of TB and other airborne infections at these facilities.

For more information, please visit www.finddx.org

Location: New Delhi

Objective and Primary Outcome:
The main objective of the program is improving outbreak preparedness of the healthcare facilities and controlling air-borne infections such as TB and COVID at healthcare settings, the proposed activities under the project will ensure adoption of AIC practices at identified nodal DR-TB facilities and associated ART centers. The project intends to lead to following outcomes:

- Reduced events of airborne disease outbreaks at healthcare facilities
- Safe healthcare facilities that protect healthcare workers and patients against airborne infections.
- Reduced rates of HAI (Healthcare associated infections) especially TB and COVID.
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- Improving access to TB services supporting mitigation of COVID-19 under NTEP.
- Improved reporting of IC indicators leading to early identification of outbreaks at healthcare facilities.

**Job description:**
The Project Associate will work closely with the Project team at FIND. The specific activities will include but not be limited to:

- Support travel coordination for participants attending training, FIND team and external consultants
- Conduct admin tasks like expenditure tracking, provisions, cash request and maintaining various other trackers.
- Assist in preparation of monthly/quarterly reports for donor, data-entry for financial transactions related to project
- Reconcile travel related documents of the staff/consultants with onwards submission to finance department
- Verification of the travel claims, and compiling travel reports related to the project
- Reconcile all other relevant invoices and maintain project wise billing coordination
- Maintain a detailed record for quick and efficient retrieval of travel related information (project wise)
- Support data entry and prepare MIS reports of various activities.
- Any additional task as deemed necessary

**Skills and experience required:**

- BA/B. Sc/B. Com with 3+ years relevant experience
- Good MIS skills
- Good coordination skills
- Good oral and written communication skills
- Strong team orientation
- Computer knowledge (Microsoft Office- Excel and Word)
- Energetic, resilient, and passionate
- Professional, mature, and confident.
- Ability and willingness to travel extensively (up to 30%), based on the need of the job

**Nature of Appointment:**
The selected candidate shall be initially offered a consultancy contract till 31 December 2023

**Compensation offered:**
The gross remuneration budgeted for the position shall be commensurate with the qualifications, experience, and salary history, of the selected candidate.

**Deadline to send your application:**
Please mail a motivation letter, a detailed resume and three references to HR-IN@finddx.org and by 26 March 2022

But don’t wait until the deadline! We will start screening right away and if we find the right person, we will stop searching. Please note that only shortlisted candidates will be contacted.

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