

10<sup>th</sup> January, 2019



**Link Worker Scheme (LWS) has been designed to intensify and consolidate the prevention services, focusing on the at-risk population in the rural areas. The Scheme aims to address complex needs of HIV prevention, care and support, in rural areas through identification and training of field level workforce of Zonal Supervisors, Cluster Link Workers and other stakeholders on issues of HIV/AIDS, gender, sexuality and Sexual Tract Infections (STI). Mobilizing difficult-to-reach, others at risk populations, such as High Risk Groups, to access the public health services for STI, HIV Counselling and Testing Centres (ICTC), Anti-Retroviral Therapy (ART) etc. are the major components of the Scheme.**

**KHPT invites applications for the following position for its Link Workers Scheme implementation across Karnataka.**

**1. M&E cum Accounts Assistant : Positions: 4, Belgaum, Bagalkot, Bijapur and Gadag**

**Qualification and experience and desirable skills:**

- Post Graduate or Graduate in Statistics/B.Com/M.Com/MSW with accounting knowledge/MA Sociology with accounting knowledge or related field.
- Proven work experience as a MIS Coordinator/Accounts field
- With prior experience in monitoring of public health interventions.
- Knowledge of computer applications like MS Excel, MS Word and MS PowerPoint are required.
- Fluency in written and spoken Kannada and English languages

**Roles and Responsibilities:**

- Timely collection of various reports from the field level staffs, financial documents, analyse them and prepare monthly report indicating progress,gaps
- Ensure timely submission of reports to SACS/TSU/DAPCU or any other agency
- Ensure procurement process is followed as per directions of SACS
- Ensure all financial norms, financial documents are maintained as per norms

- Ensure orientation of staffs about different reports, financial transactions.

**Salary:** Salary for this position is fixed as Rs. 11,000/- per month.

**KHPT provides safe working environment for all its employees; follows the principle of equal opportunity and encourages women applicants. Physically challenged with required skills /knowledge and willing to travel are also encouraged to apply.**

### **How to apply:**

Please note that completed applications in the prescribed format will help us in shortlisting. Interested candidates please apply using the prescribed KHPT Application Format and email it to [jobs@khpt.org](mailto:jobs@khpt.org). Candidates can download the format by visiting <http://www.khpt.org/get-involved/join-us/>

The application should reach on or before **21<sup>st</sup> January, 2019.**