



MUMBAI DISTRICTS AIDS CONTROL SOCIETY

Established by
BRIHANMUMBAI MUNICIPAL CORPORATION

Regd. No. 891/98



MDACS /3084/ ESTT

Date: 14/11/2022

Recruitment notice for filling up
Cluster Programme Manager (CPM), Clinical Services Officer (CSO),
Data Monitoring & Documentation Officer (DMDO) posts on contract basis

For Mumbai Districts AIDS Control Society, Mumbai

(Website: www.mdacs.org.in)

Mumbai Districts AIDS Control Society, Wadala, Mumbai (MDACS) invites application from eligible candidates for the post of CPM, CSO & DMDO on contract basis under MDACS.

Sr. No	Post	Qualification and Experience	Remuneration in Rupees
1	Cluster Programme Manager	<ul style="list-style-type: none">• Qualification:- Bachelor's Degree in Medical or Allied Health Sciences/ Master's Degree in Public Health/ Healthcare Management/ Healthcare Administration/ Social Science/ Psychology/ Applied Epidemiology /Demography / Statistics / Population Sciences similar fields.• Experience:- Three years' experience for candidates with Master's Degree in Public Health / Healthcare Management/ Healthcare Administration/ Applied Epidemiology OR Five years' experience in Public Health for Bachelor's Degree in Medical and Allied Sciences/ Masters in Social Science/ Psychology/ Demography / Statistics/ Population Sciences including a minimum two years of experience in HIV/AIDS sector.• Age Limit:- Maximum 50 years of age.• Desirable:-<ul style="list-style-type: none">▪ The suitable candidate should be familiar with the organization and functions of the state and local public health systems/ State AIDS Control Societies.▪ Excellent written and verbal communication skills in local languages and English (Speaking, Reading, and Writing).▪ Strong analytical, advocacy and negotiation skills▪ Willingness to travel extensively.▪ Other expertise includes:<ul style="list-style-type: none">o Programme Management Skillso Good knowledge of computerso Coordination and leading teams	Rs. 54,300/-

Acworth Complex, R. A. Kidwai Marg, Wadala (West), Mumbai – 400 031.

Tel No. 24100246/47 Telefax: 24100250 Email: mumbaimacs@gmail.com



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2.	Clinical Services Officer	<ul style="list-style-type: none">• Qualification:- Bachelor's Degree in Medical or Allied Sciences/ Master's Degree in Public Health/ Healthcare Management/ Healthcare Administration/ Social Science/ Psychology/ Applied Epidemiology / Demography / Statistics / Population Sciences• Experience:- One year's experience for candidates with a Master's Degree in Public Health / Healthcare Management/ Healthcare Administration/ Applied Epidemiology OR Three years' experience in Public Health with a Bachelor's Degree in Medical or Allied Sciences/ Masters in Social Science/ Psychology/ Demography / Statistics / Population Sciences with minimum of one year of experience in the HIV/AIDS sector.• Age Limit: Maximum 45 years• Desirable<ul style="list-style-type: none">▪ The suitable candidate will be familiar with the organisation and functions of the State and local public health systems/ State AIDS Control Societies.▪ Excellent written and verbal communication skills in local languages and English (Speaking, Reading, and Writing).▪ Strong analytical, advocacy and negotiation skills▪ Willingness to travel extensivelyOther expertise includes:<ul style="list-style-type: none">○ Programme management skills○ Good knowledge of computers○ Capacity building and team management	Rs. 46,800/-
3.	Data Monitoring & Documentation Officer	<ul style="list-style-type: none">▪ Qualification:- Master degree in Public Health/Healthcare Management/ Healthcare Administration/ Social Science/ Applied Epidemiology/ Demography/Statistics/ Bio Statistics/ Population Sciences/Mathematics /Economics▪ Experience:- One year experience for candidates with Master Degree in Public Health/ Healthcare Management / Healthcare Administration/Applied Epidemiology OR Three years' experience in Public Health for Bachelors's Degree in Medical and Allied Sciences/Master in Social Science/Psychology/Demography/Statistics/Bio-Statistics/Population Sciences with a Minimum of one year of experience in HIV/AIDS sector▪ Age Limit: Maximum 45 years▪ Desirable<ul style="list-style-type: none">▪ The suitable candidate will be familiar with the	Rs. 37,500/-



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		<p>organization and functions of the State and local public health systems/ State AIDS Control Societies.</p> <ul style="list-style-type: none">▪ Excellent written and verbal communication skills in local languages and English (speaking, reading and writing) and the ability to work well in an inter- disciplinary team.▪ Strong analytical, advocacy and negotiation skills▪ Willingness to travel extensively.▪ Other Expertise include:<ul style="list-style-type: none">o Programme management skillso Good knowledge of computers	
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➤ **Venue :**

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ACWORTH COMPLEX, R. A. KIDWAI MARG,
WADALA (WEST), MUMBAI-400 031.

➤ **Appointment Type :**

The above-mentioned posts are temporary & purely on contract basis. While recruiting the post, initially the appointment will be given upto 31st March, 2023 as a probation period and further continuation beyond 31st March, 2023 will depend solely on performance. The Project Director, MDACS reserves the right for further continuation of the candidate.


➤ **How to apply :**

- 1) Interested candidates may apply in prescribed application form with a recent passport size photographs and a set of attested photocopies of testimonials / certificates / ID Proof etc.
- 2) The application is to be submitted on A4 size paper only.
- 3) Applications can be sent either through registered / speed post or personally in the office of the "Project Director, Mumbai Districts AIDS Control Society, Acworth Complex, R.A. Kidwai Marg, Near SIWS College, Wadala (West), Mumbai – 400 031" on all working days between 10.30 am to 5.30 pm from the advertised date to closing date.
- 4) Last date of submit the application is **18.11.2022**, application received after this date will not be considered.
- 5) After scrutinizing the applications received in due date short-listed candidates will be called for written examination & Interview.

Other Important Notes :

- 1) Candidates who have been discontinued based on poor performance and against whom disciplinary action is completed OR Initiated, similarly who have left from AIDS Control Society will not be eligible for the above post.
- 2) Project Director, MDACS reserve the right to cancel the recruitment, modify the number of posts etc.
- 3) Canvassing in any way will lead to disqualification of the concerned candidate.


Addl. Project Director (I/c),
Mumbai Districts AIDS Control Society


14/11/2022

