

**Kerala State AIDS Control Society**  
**Duties & Responsibilities of Officers**  
*(As per Terms of Reference issued by NACO for NACP-V)*

Sl. No.	Designation of Officer	Duties & Responsibilities
1	Project Director (Deputation)	<ul style="list-style-type: none"> <li>• Overall In-charge of the programme</li> <li>• Policy issues at the State level</li> <li>• Planning, monitoring and supervision through field visits</li> <li>• Monthly review meetings of AAP and all interventions in Financial matters.</li> <li>• Human Resources at State &amp; District levels – filling up of vacancies, preparation of training plans and monitoring the quality of training</li> <li>• Sanctioning funds for various interventions</li> <li>• Donor Coordination - on regular basis.</li> <li>• Liaison with other departments and sectors for mainstreaming</li> <li>• Ex-officio secretary of Governing body of SACS</li> </ul>
2	Deputy Director (Finance) (Deputation)	<ul style="list-style-type: none"> <li>• Responsible of financial management including budgeting, funds management, compliance with reporting requirement and audit of SACS.</li> <li>• Assist Project Director of SACS and overall responsibility for all finance and accounts procedure.</li> <li>• Develop financial capabilities and capacities in implementing agency to deal with the finance and account procedures.</li> <li>• Liaise effectively with NACO on financial matters</li> <li>• Advise Board/Governing body on all financial matters especially on financial policy and strategic issues</li> <li>• Keep the Project Director informed about financial position and financial performance of the project</li> <li>• Preparation and approval of budget and financial projections/ forecasts</li> <li>• Ensure development of satisfactory financial and accounting policies and procedures for the project and its adherence to these policies and procedures</li> <li>• Ensure development and operation of a satisfactory finance management system for the project</li> <li>• Ensure that an effective system of internal controls is operational</li> <li>• Ensure smooth flow of funds to all levels of the project organization, payment to various parties, and ensure adherence to service standards. Ensure effective cash management including short-term forecasting.</li> <li>• Act as Treasurer of the Society.</li> <li>• Handle other tasks a directed.</li> </ul>
3	Deputy Director (Procurement) (Deputation)	<ul style="list-style-type: none"> <li>• Prepare and/or review the procurement plan for the implementation of NACP.</li> <li>• Preparation &amp; vetting of Bid-Documents independently,</li> </ul>

		<p>complying to standard guidelines &amp; framework.</p> <ul style="list-style-type: none"> <li>• Ensure adherence to Procurement guidelines issued by Govt. of India from time to time in all purchases.</li> <li>• Provide methodological guidance and know how to procurement staff in procuring goods and services in compliance of the country's</li> <li>• Govt. laws/Public Procurement and the procurement procedures of the donors.</li> <li>• Build procurement capacity in the Procurement team and the beneficiaries through hands-on training.</li> <li>• Initiate the procurement processes, including those for National and Local Competitive bidding procedures, ensuring compliance of agreed procurement methods' thresholds, prior review requirements specific to the project.</li> <li>• Any other activity assigned under the Programme</li> </ul>
4	Deputy Director (STI) (Deputation)	<ul style="list-style-type: none"> <li>• Focal point for STI Programme at State level under NACP. Reporting to JD STI wherever a position exists separately and in the absence, reporting to JD BSD.</li> <li>• Any other activity assigned under the Programme</li> </ul>
5	Deputy Director (CST) (On Contract)	<ul style="list-style-type: none"> <li>• In the States where there is no JD (CST &amp; LS), the DD will be the in charge of CST &amp; LS</li> <li>• 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</li> <li>• 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.</li> <li>• He/She should visit each ART centre at least once in 3months and LAC /CSC &amp; 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.</li> <li>• 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</li> <li>• Compile and share data to NACO in prescribed formats under the guidance of JD CST</li> <li>• Assist JD CST in implementation of ART services with active participation of NGOs and PLHIV networks</li> <li>• Assess the need and organize training of various personnel involved in ART services under the guidance of JD CST</li> <li>• Assist JD CST in Identification and establishment of sites for new ART centres and Link ART Centres as per NACO criteria</li> <li>• Facilitate printing of registers, formats, records required for ART Centre and LAC as per NACO guidelines under the guidance of JD CST</li> <li>• Coordinate within SACS to ensure linkages with ICTC, Lab</li> </ul>

		<p>and TI division for comprehensive HIV Care.</p> <ul style="list-style-type: none"> <li>• Coordination with other National Health Programmes like NTEP, NHCP, NVBDCP, NCD etc.</li> <li>• 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.</li> <li>• 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.</li> <li>• Monitor procurement, supply and availability of OI , PEP drugs and other ARV drugs as per requirements</li> <li>• Any other activity assigned under the Programme</li> <li>• Preparation of Annual Action Plan for CST</li> <li>• Implementation of all National Guidelines pertaining to CST.</li> </ul>
6	Administrative Officer (On Contract)	<ul style="list-style-type: none"> <li>• Administrative Officer shall work under the direct supervision of the PD and carry out following responsibilities:</li> <li>• Coordinate staff recruitment and selection process in order to ensure timely filling of all posts;</li> <li>• Ensure performance assessment and annual raise is administered as per DAC guidelines;</li> <li>• Maintain data of all staff working at SACS and facility levels specifically related to nature of appointment, joining and leaving, skill set, annual increment, etc.</li> <li>• Implement human resources policies and procedures;</li> <li>• Manage administrative function and establish internal administrative systems and controls related to safety and security of the office, timely submission of bills, identification of new vendors, negotiation of prices and timely renewal of AMC's;</li> <li>• Liaison with various agencies for service and maintenance;</li> <li>• Provide regular progress report to the reporting officer and to DAC ; and</li> <li>• Carry out any other works as required by the project</li> <li>• Dealing with the EPF related matter, ensuring minimum wages to the employees of DSACS, caretaking related work, court matters and any other responsibility assigned by the office from time to time</li> <li>• Any other activity assigned under the Programme</li> </ul>
7	Personal Assistant (on Deputation)	<ul style="list-style-type: none"> <li>• Assist officers in day to day work and all other work entrusted from time to time.</li> <li>• Any other activity assigned under the Programme</li> </ul>
8	Office Assistant (LDC) (On Deputation)	<ul style="list-style-type: none"> <li>• Help Divisional officers in file maintenance, initiate correspondence and all other work entrusted from time to time.</li> </ul>
9	Administrative Assistant	<ul style="list-style-type: none"> <li>• Assist officers in day to day work and all other work</li> </ul>

	(on Deputation)	<p>entrusted from time to time.</p> <ul style="list-style-type: none"> <li>Any other activity assigned under the Programme</li> </ul>
10	Joint Director (IEC) (On Contract)	<ul style="list-style-type: none"> <li>Lead focal point for all activities related to Advocacy, Communication, Social Mobilization, Partnerships and</li> <li>Mainstreaming Programme at State level under NACP.</li> <li>Any other activity assigned under the Programme</li> </ul>
11	Deputy Director (BSD) (On Contract)	<ul style="list-style-type: none"> <li>Focal point for HCTS, EVTHS and Sampoorna Suraksha at State level under NACP.</li> <li>Any other activity assigned under the Programme</li> </ul>
12	Deputy Director (Prevention) – (On Contract)	<ul style="list-style-type: none"> <li>Focal point for prevention programme including TI, LWS, OST at State level under NACP.</li> <li>Any other activity assigned under the Programme</li> </ul>
13	Deputy Director (SI) (On Contract)	<ul style="list-style-type: none"> <li>Focal point for strategic information and information technology at State level under NACP.</li> <li>Any other activity assigned under the Programme</li> </ul>
14	Deputy Director (Lab Services) (On Contract)	<ul style="list-style-type: none"> <li>To act as a focal person for lab services in SACS</li> <li>To manage and administer facilitation of Lab Services Programme in the state as per operational and technical guidelines of NACO.</li> <li>To supervise the activities of AD (LS)</li> <li>To coordinate the release of funds for activities related to Lab Services</li> <li>To facilitate achievement of physical, financial and facility target in the programme as per approved action plan</li> <li>To prepare annual action plan for Lab Services in the state</li> <li>To work closely with NRLs/ SRLs/ EID labs/ VL labs/ ICTCs for accreditation</li> <li>To visit 25% of all SRLs/ NRLs every quarter and submit report of the same to Project Director</li> <li>To facilitate appointment and capacity building of TO and LTs of SRLs, NRLs, EID and Viral Load labs</li> <li>To extend support to SRLs/ NRLs/ EID/ CD4/ Viral load lab as per approved Annual Action Plan</li> <li>To conduct periodic review meeting of the programme at state level to improve service delivery</li> <li>Look after STI and surveillance activities when required</li> <li>To maintain list of experts of microbiology in the state for consultation on technical issues</li> <li>To ensure annual maintenance of contracts of laboratory equipment under use by the programme</li> <li>To facilitate any other special laboratory related issue which requires coordination SACS</li> <li>To look after all activities related to CD4 testing, trainings &amp; logistics of kit</li> <li>To look after all the activities related to viral load testing, trainings &amp; logistics of kits</li> <li>To monitor the dashboard closely of any software developed and take necessary action wherever necessary</li> <li>Any other work assigned by PD</li> </ul>

15	Assistant Director (GIPA) (On Contract)	<ul style="list-style-type: none"> <li>• Lead focal point for Community Systems Strengthening and Community Led monitoring as well as all other community involvement activities under JD(IEC)</li> <li>• Any other activity assigned under the Programme</li> </ul>
16	Assistant Director (Lab Services) (On Contract)	<ul style="list-style-type: none"> <li>• Implementation of Quality Management Systems in HIV/ CD4/ EID/ VL laboratories</li> <li>• Supply chain/ inventory management of Lab test kits (HIV, CD4, VL &amp; EID) &amp; consumables and equipment</li> <li>• To compile quarterly EQA data and send it to NACO for review.</li> <li>• To ensure participation in EQA of all laboratories (HIV, VL, EID and CD4 laboratories)</li> <li>• Look after STI and surveillance activities when required</li> <li>• To support DD (LS) in preparing reports and documents</li> <li>• On site mentoring: To visit HIV labs for the purpose of mentoring and monitoring at least 10 days in a month or more</li> <li>• To facilitate training and workshop for laboratory staff</li> <li>• In absence of DD (LS), AD (LS) is responsible to carry out all the activities of DD (LS) as mentioned in TOR</li> <li>• AD (LS) will report to PD/ APD/ DD (LS)</li> <li>• Any other work assigned by the controlling officer</li> </ul>
17	Assistant Director (SI) (On Contract )	<ul style="list-style-type: none"> <li>• Support Staff for strategic information and information technology at State level under NACP.</li> <li>• Any other activity assigned under the Programme</li> </ul>
18	Assistant Director (BSD) (On Contract)	<ul style="list-style-type: none"> <li>• Support Staff for HCTS, EVTHS and Sampoorana Suraksha at State level under NACP.</li> <li>• Any other activity assigned under the Programme</li> </ul>
19	Assistant Director (Youth Affairs) (On Contract)	<ul style="list-style-type: none"> <li>• Lead focal point for Youth activities under JD(IEC).</li> <li>• Any other activity assigned under the Programme</li> </ul>
20	Stores Officer (on Contract)	<ul style="list-style-type: none"> <li>• Assist in effective Store Management</li> <li>• Ensure Inventory control of all commodities at facility level.</li> <li>• Maintenance of registers/records.</li> <li>• Warehouse management.</li> <li>• Implementation of Inventory Management Software.</li> <li>• Capacity Building of Logistics &amp; Warehouse staff through hands-on training.</li> <li>• Any other activity assigned under the Programme.</li> </ul>
18	Divisional Assistants	<ul style="list-style-type: none"> <li>• Assisting divisions with all clerical works</li> </ul>

19	Finance Assistant	<ul style="list-style-type: none"> <li>• Smooth and timely conduct of internal audit and statutory audit</li> <li>• Review reports of DACS</li> <li>• Budgeting</li> <li>• Smooth and timely release of funds to field units</li> <li>• Preparation and submissions of reimbursement claims</li> <li>• Complying with reporting requirements</li> <li>• Receipt and scrutiny of claims received from the DACS</li> <li>• Consolidation (through CFMS) for sending it to NACO</li> <li>• To carry out other tasks as assigned by controlling officer.</li> <li>• Logistic and inventory management</li> <li>• Any other activity assigned under the Programme</li> </ul>
20	Computer Literate Steno	<ul style="list-style-type: none"> <li>• Assist officers in day to day work and all other work entrusted from time to time.</li> </ul>
21	Driver	<ul style="list-style-type: none"> <li>• Driving office vehicle and ensuring that the vehicles are maintained properly</li> </ul>
22	Messenger	<ul style="list-style-type: none"> <li>• Dak distribution, support to office and all other work entrusted from time to time.</li> <li>• Any other activity assigned under the Programme</li> </ul>