

Position:	Manager (Procurement & Finance)
Number of Position:	One (1)
Type of Job:	Contractual Fixed Term Consultancy
Nature of appointment:	The appointment will be on contractual basis till 31 March 2027
Place of Posting:	National Centre for Vector Borne Diseases Control Ministry of Health & Family Welfare Sham Nath Marg, Civil Lines, Delhi
Project Name:	Intensified Malaria Elimination Project-3 Supported by the Global Fund
Reporting to:	Nodal Officer GFATM Project under the overall supervision of the Director NCVBDC
Essential Qualification & Experience:	<p>Master's Degree in Business Administration or Management/Economics/Supply Chain Management/ Materials Management /Logistics/ Procurement /Accounting/ Finance/ Public Health/ Pharmacy with at least 5 years' experience in any health programme at National or State level.</p> <p>OR</p> <p>CA/ MBA (Finance)/ M. Com with at least 5 years' progressive experience in accounting, including analysis, financial reporting, budgeting and planning</p> <p>OR</p> <p>CMA/ PGDBM/ PGDBA (Finance) with at least 7 years' progressive experience in accounting, including analysis, financial reporting, budgeting and planning</p> <p>OR</p> <p>Graduate in Pharmacy with Post-Graduate Diploma in Procurement & Supply Chain Management with at least 5 years' experience in managing supply chain of drugs/ other commodities at National/ State level.</p>
Desirable:	<ul style="list-style-type: none"> • Specialization in procurement of goods, services or consultancy for Global Fund and/or other international donor agencies like World Bank funded projects will be a distinct advantage. • Familiarity with the GFATM project operations and ability to effectively coordinate with the MoHFW, GoI, GFATM and their Local Fund Agent and partner organizations. • Experience in capacity building on PSCM

Skills:	<ul style="list-style-type: none"> • Highly organized, proactive and pragmatic with good process management skills and ability to work under tight timelines. • Computer proficiency with commonly used softwares/ packages like MS Word, Excel, Power Point & Web surfing. • Knowledge and proficiency in using procurement/ finance related softwares such as GeM portal, e-Aushadhi, PFMS etc. • Excellent communication (oral and written) and presentation skills, analytical and interpersonal abilities. • Demonstrated ability to work in a multi-disciplinary team environment.
Consultancy Fee Band:	₹ 1,20,000 to ₹ 1,50,000
Travel:	During official travels if required, the consultant will receive a fixed per diem allowance for boarding/lodging expenses as per travel policy of the organization.
Last date to apply:	16 February 2026

About Organization

TCI Foundation is one of the premier non-government ISO 9001:2015 organizations in India. It is an autonomous organization having its presence across the nation. The Foundation works within the ambit of government rules and regulations, and in compliance with the laws of the land. TCI Foundation primarily provides supplementary support as a partner to governments in public health programmes and projects. It also acts as advocating agency in the enactment of public policies in the country.

TCI Foundation is an equal opportunity employer. Employment at TCI Foundation is based solely on individual's merit and qualifications directly related to professional competence. TCI Foundation does not discriminate against any employee or applicant because of race, caste, creed, colour, religion, gender, origin, disability, marital status, or any other basis protected by law.

Position Purpose

To support NCVBDC for effective implementation of GFATM supported Intensified Malaria Elimination Project (IMEP-3) in various States at different levels (National/ State/ District/ Sub-district). The position, based at NCVBDC, would play a critical role in evidence- based decision making at various levels to bring efficiency and effectiveness in the Programme and in bridging the gaps between planning and implementation.

Position Roles & Responsibilities

- 1) To monitor, supervise and support States/ UTs/ Districts in developing action plans for procurement and supply chain management and in carrying out the distribution of drugs/ other commodities as per plan, in accordance with NCVBDC and GFATM guidelines.
- 2) To ensure consolidation and dissemination of approved annual procurement plans to State/ district VBDCPs and prepare timely progress reports based on results framework.
- 3) To coordinate with NCVBDC staff at all levels (National/ State/ District/ Sub-district) to get updated information regarding drugs/ commodities supplied, and to ensure regularity, completeness and uniformity of Monthly Stock Reports (MSR); develop SOPs and strengthen VBDCP supply chain management through supervision.
- 4) To undertake Grant and Finance management, including but not limited to, maintaining proper accounting, financial analysis, financial reporting, budgeting, forecasting, auditing with the help of financial softwares and reporting system as per the Project/Programme requirements.

- 5) To prepare Progress Update and Disbursement Request (PUDR) to be sent to GFATM on a quarterly/ yearly basis and other documents, information products, as per requirements of the GFATM.
- 6) To review and strengthen the financial management within NCVBDC; and instates & Districts; NGO SRs to ensure adherence to the financing norms including implementation of PFMS/ Tally at all levels of financial transactions.
- 7) To ensure implementation of Logistics Management Information System (LMIS), review its status from time to time and contribute in preparation and submission of guidelines and information products.
- 8) To calculate monthly consumption rate of drugs and diagnostics for replenishment/ relocation, so as to minimize expiry and wastage and to ensure no stock-outs at all times at all levels, including NGO SRs.
- 9) To review the monthly/ quarterly/ annual reports received from States/ Districts, based on agreed targets and progress made along with dashboard related programme indicators.
- 10) To work in close collaboration with NCVBDC Officers/ Consultants at National level, NGO SRs and other public & private stakeholders at various levels to ensure quality implementation of the Project/ Programme.
- 11) To undertake procurement of goods/ services/ other items for GFATM/ NCVBDC on regular and emergency basis, as per need.
- 12) To keep updated the procurement related documents as per Controller & Auditor General (C&AG) audit/ General Financial Rules (GFR) & Global Fund procedures.
- 13) To provide timely updates to NCVBDC in terms of problems faced/ issues identified at State/ District level and actions needed/ taken.
- 14) To undertake field visits in States/UTs/ Districts (at least once a month) to analyze the situation, assess implementation, finding gaps and take corrective actions accordingly, in a manner that maximizes coverage of health facilities/villages and effective utilization of resources.
- 15) To undertake training/capacity building of NCVBDC & other healthcare staff at National, State, District and Sub-district levels, online as well as in-person.
- 16) To participate in planning and organization of review meetings at National and Sub- national levels.
- 17) To undertake any other task assigned by the Reporting authority.

Rescission

Either party can terminate the contract by giving one month's notice in writing

Deliverables:

The consultant will be required to submit a Monthly Activity Report and Annual Report to Reporting Officer with a copy to NCVBDC. Performance appraisal would include review of monthly activity reports, field visits, timely completion of activities and innovations done and annual assessment.

Remember:

- 1) Check your eligibility before applying.
- 2) Given the large volume of applications we receive, we are unable to respond to all applicants and our responses are limited to those who are shortlisted.
- 3) Merely fulfilling the eligibility and applying for the position does not entitle the candidate to be called for interview.
- 4) No TA/DA will be paid to attend the interview in person.
- 5) The advertised position can be cancelled/varied as per the discretion of the employer.

Selection:

Selection and appointment shall be carried out through advertisement followed by walk-in- written test/interview, if short listed.

Link to apply for the position

[Click to apply](#)

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