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About NCVBDC:

The National Center for Vector Borne Diseases Control (NCVBDC) under Dte.GHS, MoHFW, GoI administers an umbrella programme, namely, National Vector Borne Diseases Control Programme (NVBDCP) for prevention and control of vector borne diseases namely Malaria, Japanese Encephalitis, Dengue, Chikungunya, Kala-azar and Lymphatic Filariasis. Out of them three diseases namely, Malaria, Lymphatic Filariasis and Kala-azar are targeted for elimination.

Under the Grant Cycle 7 (2024-27), of Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM) supported Intensified Malaria Elimination Project-3 (IMEP-3), selection of NGO-SR at National level for HR and SBCC activities is a budgeted activity for which PCI India has been selected as NGO-SR.

- (i) The NPMU will be a team of technical experts in the areas of malaria control, training and capacity building, monitoring and evaluation, enhanced monitoring and smooth implementation of IHIP, SBCC, and information and technology, and finance.
- (ii) Strengthening of IEC/BCC /SBCC activities, IEC/ SBCC campaign would play a vital role for community awareness, involvement & participation. The NGO SR will develop need-based State strategies & plans, with local innovations to reach all relevant groups through most appropriate channels, materials and tailored activities to address local needs in line with the local culture. Newer technology will be tapped into with extensive multimedia approach with specific messaging and interventions to reach out to target populations, including virtual platforms, to achieve malaria elimination and sustain thereafter. Innovative interventions, besides advocacy with all concerned stakeholders, would include developing mass campaigns to address different aspects of malaria prevention, control and elimination.

About PCI India:

PCI India, a registered Indian society, has been working in India for the past 26 years. We drive interventions to transform the lives of communities at scale by solving complex development problems. Our footprint is in 202 Districts of 15 States of the country.

Vision – A happy, healthy, safe and a sustainable world for all.

Mission – Rooted in community realities, we co create and scale sustainable solutions to complex development problems.

About the Position

Deputy Lead- Finance

Number of Position-01

Location- NCVBDC-Delhi

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 Program and in bridging the gaps between planning and implementation

Job Responsibilities:

- **Grant and Finance Management:** To monitor and execute financial tasks, including accounting, financial analysis, reporting, budgeting, forecasting, and auditing, utilizing advanced financial software and reporting systems aligned with project/program requirements.
- **Financial Compliance:** To review and set up of an advanced and sound financial management practices in National level (NCVBDC), states, districts, and NGO SRs to ensure strict adherence to the financial norms, including the EAT operation of PFMS/Tally for all financial transactions.
- **Supervision and Monitoring:** To supervise and monitor the overall financial activities across various levels, analysing monthly activity reports concerning finance, and providing constructive feedback.
- **Reporting and Analysis:** Review monthly/quarterly/annual reports from states, districts, and NGO SRs, assessing progress against agreed targets and presenting data through program indicator dashboards. Oversee budgeting processes, monitor financial performance, and provide insights to optimize the utilization of budgeted funds. Compliance with the process of financial reporting as per the GFATM financial reporting formats e.g. Progress Update and Disbursement Request (PUDR) and Pulse Check reports in half yearly and quarterly manner, would be an added advantage.
- **Fund Management:** Necessary and adequate steps taking in pro-active manner to comply with the timely deliveries of the mandatory deliverables toward develop a strong fund management system. Necessary coordination with State SRs and NGO SRs toward collection, compilation, review and analysis of statutory compliance documents e.g. Statement of Expenditure (SOE), Vouchers.
- **Audit and audit compliance:** Necessary activities to conduct C&AG audit at National Level and to conduct the project audit at NGO SR level.
- **Guideline Implementation:** To develop and comply necessary financial guidelines including GFR rule 2017 and to guide the state level staff about the guidelines.
- **Field Visits and Capacity Building:** Ready to travel and field visits frequently in States/UTs/Districts for at least 10 days a month, analysing implementation, identifying gaps, and ensuring effective resource utilization. Undertake training and capacity building initiatives for NCVBDC and other healthcare staff at different levels.
- **Review Meetings:** Necessary coordination and follow-up with various stakeholders to conduct review meetings at time-to-time manner both in online and offline mode. Also, to attend quarterly Regional Review Meetings of GFATM states and also to attend State Review Meetings as per the needs.
- **Additional Tasks:** Time to time mentoring and knowledge sharing with finance team members of National as well as of state level.
- Undertake any other tasks assigned by the higher authorities of NCVBDC and MOHFW.

Qualifications and Experience

Position	Qualification & Experience	Remuneration per month
Deputy Lead - Finance*	CA/CPA with 10-12 years' post professional experience in accounting, including analysis, financial reporting, budgeting and planning Or MBA Finance with 13-15 years of post-professional experience in accounting, including analysis, financial reporting, budgeting and planning Or	Deputy Lead - Finance*

	M.Com with 13-15 years of post-professional experience in accounting, including analysis, financial reporting, budgeting and planning Desirable- ▪ Experience of working with 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, Gol; State Governments; NGO SRs; GFATM and their Local Fund Agent and partner organizations is preferable. ▪ Knowledge of GFR 2017 rules for preparation and documentation of financial matters will be a distinct advantage.	
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Skills

- Strong leadership abilities and the capacity to work effectively in cross-functional teams.
- Advance level knowledge in computer applications and accounting software majorly in MS Word, Excel, Power Point, Tally, PFMS, GeM, and integrated accounting softwares.
- In-depth knowledge of financial analysis, strategic planning, risk management, and regulatory compliance.
- Excellent communication (oral and written) and presentation skills, analytical and interpersonal abilities.

Use of Language Skills

Essential: Expert knowledge of English.

Nature of appointment:

The appointment will be on contract basis initially for one year and thereafter extendable annually (or specified period) on the basis of performance appraisal (to be assessed for work output, personal attributes, functional competency etc.) till March 2027

Reporting:

Reporting will be to Nodal Officer, GFATM under the overall supervision of Director, NCVBDC.

Age: Upper age limit is 55 years and ready to travel extensively.

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

Selection: Selection and appointment shall be carried out through advertisement followed by written test/interview, if short listed

How to apply:

Interested candidates can apply for the position by using the link on following websites: NCVBDC, NCDC, ICCM, PCI India, DevNet & LinkedIn

PCI is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct.

<https://www.pciglobal.in/jobs/deputy-lead-finance/>