

The Project for the Prevention and Control of Non-Communicable Diseases in Tamil Nadu (TNNCD) is a four-year project (April 2022 – April 2026) with a specific focus on cancer prevention and control funded by the Japan International Cooperation Agency (JICA) and technically supported by a team of experts from Japan. The outline of the Project is found in the attached Annex.

The project is looking for a dynamic and motivated candidate with appropriate qualifications to fill the post of District Coordinator (Coimbatore) as per the Terms of Reference below.

Interested candidates should email his/her application with the following documents in pdf format to tnncd.oncology@gmail.com. The closing date is 7th June 2023.

- A cover letter
- Latest CV with contact details of two referees
- Salary history
- Copy of certificate for undergraduate and postgraduate degrees
- Copy of sample work (scientific report, article, thesis etc)

Terms of Reference for District Coordinator

1. Position	District Coordinator (DC) - Coimbatore
2. Work Location	Coimbatore district, with initial 3-4 months in Chennai
3. Type of Contract	On a contract basis subject to the cessation of the contract as agreed
4. Duration of contract	Initially from July 2023 to June 2024, with possibility of an extension till the end of the Project (envisaged as March 2026) The initial three months shall be a probation period during which both the organization and consultant reserve the right to terminate the contract at his/her sole discretion.
5. Duties	Under the supervision of the Chief Advisor of the JICA project team or her representatives, the DC shall proactively facilitate the implementation and monitoring of the Project's intervention for early diagnosis of colorectal cancer (CRC) in the state of Tamil Nadu. Details are summarized in the Annex. This would inter alia include the following: (1) Coordinate the activities of the Working Groups (a provisional list of the Working Groups is found in the Annex) through the following: a. Main work in the initial 3-4 months at the state level (envisaged until October 2023), particularly for working groups on Protocol/SOP Development and Public Sensitization, is expected to be conducted through coordinating with members and assisting the convener of working groups to organize meetings, monitor/follow-up the progress, draft materials/meeting minutes, and provide technical inputs as appropriate b. Coordination with state and district-level working groups members to

	<p>implement and monitor training, public sensitization and M&E activities in Coimbatore district</p> <p>(2) Coordinate for and assist in the implementation of baseline and endline surveys in Coimbatore</p> <p>(3) Organize and participate in site visits/meetings related to the Project activities in Coimbatore and in Chennai as required</p> <p>(4) Identify project-related challenges and gaps found in the field and communicate them with the project team and/or address them appropriately in consultation with relevant stakeholders</p> <p>(5) Write/edit relevant reports regularly</p> <p>(6) Other tasks as assigned by the Chief Advisor or her representatives.</p>
6. Qualifications/ Qualities	<p><Essential></p> <p>(1) MBBS/BAMS/BHMS with MPH or MD community medicine (MBBS degree is preferred)</p> <p>(2) Experience in cancer prevention and control programs in Tamil Nadu /India (working in the public health sector will be an asset)</p> <p>(3) Proficient in spoken and written English and Tamil</p> <p>(4) Computer skills:</p> <p>a. proficient in Microsoft Office (Word, Excel and Powerpoint)</p> <p>b. competent in internet research and remote communication through e-mail and on-line meeting platforms such as Zoom and Microsoft Teams</p> <p><Desirable></p> <p>(5) Demonstrated ability with strong facilitation skills to work in a multi-disciplinary team of government health professionals and administrators such as oncologists, gastroenterologists, HFWD officials, DDHS, JDHS</p> <p>(6) Must be willing to travel extensively in the district as and when required</p> <p>(7) Proactive and present personality with excellent coordination and communication skills as a member of the team.</p> <p>(8) Computer skills in data management/software analysis (SPSS, Stata, etc.) and ODK platform will be an asset.</p>
7. Reporting	The job holder reports primarily to the Chief Advisor, who is the leader of the JICA team, or her representative(s).
8. Working Hours	10:00 – 18:00 Monday through Friday. May be requested to work on weekends as required by the Project.
9. Remuneration	[Salary] Commensurate with qualifications and experience (e.g. 60,000 INR per month)

Annex:

PROJECT OUTLINE

May 2023

1. Outline of the Project

The Project for the Prevention and Control of Non-Communicable Diseases in Tamil Nadu (“the Project”) are jointly implemented by the Government of Tamil Nadu and Japan International Cooperation Agency (JICA), with a specific focus on cancer management i.e. early detection, screening, diagnosis and treatment, patient care, etc.

(1) Project period

April 2022 ~ April 2026

(2) Implementing Agency

Health and Family Welfare Department, Government of Tamil Nadu, with a JICA project team

(3) Project purpose

The managerial capacity of cancer prevention and control is enhanced from administrative and clinical perspectives.

(4) Outputs

Output 1: Organisation of cancer screening is improved

Output 2: Practices of early cancer diagnosis are strengthened

Output 3: Clinical skills/practices for cancer diagnosis and treatment are enhanced

**(5) Pilot District for Output 2 – which is to strengthen the early diagnosis of colorectal cancer (CRC):
Coimbatore**

2. Work plan of Output 2: Practices of early cancer diagnosis are strengthened.

(1) Objective

The objective is to strengthen early diagnosis of colorectal cancer (CRC) for patients presenting related symptoms at government health institutions through (i) capacity building of primary and secondary level medical practitioners and (ii) promotion of public awareness of CRC. Coimbatore district has been selected as the pilot district.

(2) Implementation modality

Planning and implementation of the activities are to be carried out through the following working groups (WGs):

<Working Groups>

	Theme	Tasks
1	Protocol/SOP development	• Development of protocol/SOP for primary and secondary level practitioners to properly consult, examine and refer the symptomatic patients.
2	Training of medical practitioners	• Development of training materials based on the protocol/SOP

		<ul style="list-style-type: none"> • Implementation of TOT, and training of primary and secondary level practitioners on CRC diagnosis
3	Public sensitization/IEC	<ul style="list-style-type: none"> • Development of public sensitization strategy/materials
4	Monitoring and Evaluation (M&E)	<ul style="list-style-type: none"> • Development of M&E plan • Provision of guidance/supervision for baseline and endline survey

(3) Main Activities

	Activity
1	Development of protocol/SOP to properly consult and examine the CRC suspected patients at the primary and secondary level facilities and refer the patients to the higher level for diagnosis.
2	Development of M&E framework
3	Implementation of baseline survey at the relevant health facilities
4	Plan and implementation of training of the primary and secondary level practitioners in Coimbatore
5	Develop/revise the IEC strategy and materials for public sensitization on CRC
6	Implementation of endline survey
7	Regular monitoring and evaluation

END