

### **Job Profile & Description – GF Pediatric TB Project**

<b>POSITION</b>	<b>Sr. Admin and Finance Officer (SAFO)</b>
<b>NUMBER OF POSITIONS</b>	1 (One)
<b>REPORTS TO</b>	State Technical Manager
<b>LOCATION</b>	Chandigarh
<b>Project Tenure</b>	3 years up to March 2027
<b>Applied by</b>	<b>January 25, 2026</b>

#### **Background:**

World Health Partners (WHP) is a non-profit organisation dedicated to delivering holistic healthcare to underserved communities by innovatively leveraging available resources more efficiently. Evidence-based management and sophisticated technological solutions that can operate in extremely low-resource settings are the hallmarks of WHP's programming strategy. WHP believes that it is unconscionable to divide resources on ideological basis--such as public and private sectors, since low resource settings mandate a focus on collectivising all existing resources to achieve better outcomes. WHP is best known for its programs focused on early detection and treatment of tuberculosis in urban and rural settings, supported by community-based activities to ensure prevention. WHP currently operates its projects in Bihar, Jharkhand, Uttar Pradesh, Punjab, Haryana, Uttarakhand, Himachal Pradesh, Odisha, and Delhi.

#### **About the project:**

WHP has been selected as a Sub Recipient (SR) of Solidarity and The HIV Infection In India (SAATHI) for implementing: (a) Integrated Pediatric TB care services in both the public and private health sectors to increase pediatric TB case detection and improve treatment outcomes, and (b) Active Case Finding (ACF) for early detection of missing TB cases among key and vulnerable populations, using innovative AI-enabled portable X-ray devices. The project is being implemented in close coordination with the state and district NTEP in Punjab and Haryana.

WHP is looking for a Sr. Admin and Finance Officer based at Chandigarh, under the "Integrated Pediatric TB and technology-enabled Active Case Finding Project" in Punjab and Haryana.

#### **Key Responsibilities:**

- Responsible for managing the finance, HR and administrative aspects of the Sub-Recipient Partner / State Unit
- Ensure adherence to organization and GFATM policies and procedures
- Maintenance of books of accounts and related documentation on an ongoing basis
- Timely payment processing and ensuring accuracy and necessary documentation
- Ensure all statutory, donor and organizational compliances are adhered to with regard to sound financial management
- Timely and accurate preparation and submission of all periodic financial reports, MIS and forecasts as per donor and organizational requirements
- Planning for monthly / quarterly / yearly fund flow
- Safekeeping and proper filing of all finance HR and admin related documents

- Logistic support including supervision for travel of staff for implementation of project activities, as well as attending meetings and, work shops
- Preparation of HR documents, and maintenance of staff HR files
- Managing all procurements and ensuring adherence to organizational and donor policies
- Asset management, which includes ensuring assets' safekeeping (including insurance coverage) and maintaining/updating Fixed Assets and Inventory Registers
- Maintaining stock and assets register and updating timely.
- Travel to project implementation locations and other places based on the requirements
- Managing various donor and statutory audits and donor visits
- Provide necessary logistics support during donor and stakeholder visits
- Ensure effective and optimum utilization of the funds and budgets (value for money)
- Oversee office administration and ensure smooth administrative functioning
- Maintenance of various administrative registers and files
- Supervision of the activities of the Administration Assistant (AA)
- Provide logistics support for various meetings, trainings and travel undertaken by core team members, field-based staff and other stakeholders
- Follow procedures pertaining to logistics assistance and ensure required documentation
- Perform other duties as required by the project/organization

**Educational Qualifications and Key Skills:**

- Minimum Bachelor's degree required. Preference will be given to candidates having a Commerce background and master's degree
- Expert proficiency in Tally (Prime) and MS Office. Advanced Microsoft Excel skills.
- Experience with other financial systems and HRMS software.
- Solid knowledge of office procedures, strong organizational skills, with problem solving attitude
- Experience with tracking expenses and maintaining accounts and budgets
- Good understanding of administrative, financial, and general management principles and skilled in financial reporting, budgeting, and taxes.
- Sound knowledge of Indian accounting standards, statutory compliance, and FCRA.
- Familiarity with Global Fund financial and procurement guidelines.
- Ability to manage petty cash, procurements, logistics, and office administration.
- Strong communication skills, both verbal and written.
- Attention to detail, ability to multitask, and work under tight deadlines.
- Ability to work under pressure, in strict time lines and extended working hours based on requirements

**Experience:**

- 5 to 8 years of progressively responsible experience in HR, Administration, and finance, preferably in NGO/INGO, or donor-funded projects.
- At least 2–3 years of experience working with Global Fund, or similar donor agencies, is highly preferred.

- Hands-on experience in budgeting, donor reporting, statutory compliance, and audit preparation.
- Prior experience in managing state-level or regional offices is a plus.

**Other Requirements:**

- Willingness to travel occasionally to field locations.
- Fluency in English and Hindi (or local language of the state).
- Strong team player with an ability to work independently.

**Remuneration**

A competitive salary commensurate with experience is offered. World Health Partners (WHP) is an employer that follows the principle of equal opportunity about its hiring and promotion procedures. WHP does not discriminate based on religion, race, class, or gender and is committed to give everyone an equal chance.

**Note:** Remuneration for this position is a maximum **Rs. 55,000/- monthly**. (Taxes applicable as per the prevailing norms).

**How to apply**

Aspirants are requested to apply online for the respective job post through the link provided below:

Position Name	Location	Google Form Link
Sr. Admin and Finance Officer (SAFO)	Chandigarh	<a href="https://forms.gle/3L2WfatD4UA1DG1UA">https://forms.gle/3L2WfatD4UA1DG1UA</a>

Instructions to be followed while filling out the online application form.

1. A field with an asterisk (\*) cannot be left blank.
2. An updated CV needs to be uploaded in the last section of the application form
3. The aspirant is requested to upload the CV in WORD or PDF format.
4. Failing to click on the SUBMIT button, the application form will not be submitted. So, kindly ensure to click on the SUBMIT button.
5. Kindly note that the online application form can be submitted only once for a post from a particular email id.

\*\*\*\*\*