



KNCV Tuberculosis Foundation is an international non-profit organization dedicated to the fight against tuberculosis (TB), the deadliest infectious disease in the world. KNCV is an international center of excellence for TB control that promotes effective, efficient, innovative and sustainable tuberculosis control strategies in a national and international context. Our multidisciplinary team of passionate professionals covers a broad range of expertise such as programmatic TB control, research, clinical management, social science, education, digital health, and project management. Over the past century KNCV has made a significant contribution to the successful fight against TB in the Netherlands. Since the 1970s, we have shared our knowledge and expertise with the rest of the world. We operate from a central office in The Hague, the Netherlands, a regional office in Central Asia and country offices in Africa and (central) Asia. KNCV raises funds from private, institutional, corporate and government donors. KNCV Indonesia helps to combat tuberculosis in Indonesia in close cooperation with the Ministry of Health.

### **Challenge TB**

KNCV is the lead partner in Challenge TB (CTB), the new USAID-funded 5-year global program to decrease TB mortality and morbidity in high burdened countries. We lead an international consortium with eight partner organizations: American Thoracic Society (ATS), Family Health International (FHI 360), Interactive Research & Development (IRD), Japanese Anti Tuberculosis Foundation (JATA), Management Sciences for Health (MSH), Program for Appropriate Technology in Health (PATH), The International Union Against Tuberculosis and Lung Disease (The Union), and the World Health Organization.

The overarching strategic objectives of Challenge TB are to improve access to quality patient centered care for TB, TB/HIV, and MDR-TB services; to prevent transmission and disease progression; and to strengthen TB platforms.

Currently KNCV is looking for a:

## **Technical Officer – Universal Access/Prevention Services** **Duty Station: Representative Office, Jakarta**

The Technical Officer – Universal Access/Prevention Services will provide technical assistance to the National TB Program to ensure universal access to appropriate TB treatment are in line with the national standards and achieve the targets, as well as provide up to date technical guidance and contributes to continuous learning to within KNCV and coalition partners. S/he must ensure evaluation and documentation of interventions to collect and share lessons learnt; and maintaining KNCV standards of work throughout the organization, in her/his field of work.

### **Key Responsibilities include:**

#### **1. Technical**

- Responsible for developing and implementing the project work plans regarding Access to Prevention related topics.

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- Provide technical assistance on the planning and implementation of access to prevention i.e. active/intensified case finding, preventive treatment, infection control, collaborative activities and vulnerable group.
- Provide support to KNCV Provincial Senior Technical Officers to ensure technical quality of planning and implementation of KNCV provincial (districts) work plans on Access to Prevention related activities, including final technical approval for provincial annual plan and QAP, signing off on related reports, and provision of supportive supervision.
- Provide technical assistance to NTP in the development of Access to Prevention related guidelines, SOPs, forms and other documents in line with international practices.
- Facilitate TOT training/workshop on access to prevention related areas.
- Coordinate with Strategic Information and Knowledge Management unit to ensure availability of accurate and reliable data of the program progress (incl. the project report).
- Coordinate with RO Operations Research staff to ensure quality of monitoring, evaluation and documentation of interventions.
- Ensures any publications under her/his responsibility follow the branding policies.
- Support consultants (based in Indonesia or abroad) on their work and missions, closely coordinate with international consultants to ensure follow-up on the recommendations from their missions.
- Submit periodic progress reports and field visit reports in accordance with KNCV and project guidelines to the Technical Assistance Coordinator.
- Participate in the regular coordination meetings with NTP and other partners.
- Maintain up to date knowledge and skills (self-learning) and share new scientific information among colleagues.
- Attend provincial, national or international meetings as required and after consultation with the KNCV-CHALLENGE TB Country Director and Director Technical Services.

## **2. Coordination**

- Works with TAC in developing her/his personal work plan, based on RO and PO work plans. S/he also prepares budgets for activities under her/his direct responsibility implements, guides, monitors and documents the implementation of work plans in a technically qualified manner.
- Draft, collect input and finalize: TOR's, TAR's, Payment Request, Purchase Request, Expense Report, Activity Report, respecting all requirements, within appropriate timeframe.
- Work closely with project management, finance and admin staff as appropriated in accordance with the budgeting and administrative to ensure adherence to all management requirements.
- Supervise or ensure effective provision of activity and project documentation according to KNCV and project guidelines

## **3. Knowledge Management**

- Contributes to the knowledge management process, especially for his/her technical domain.



- Provides seasoned input to KNCV strategy developments.
- Maintains personal in-depth knowledge on the relevant TB control areas.

### **Qualifications and Competencies:**

#### **1. Educational Qualification**

- Medical Doctor, preferably with relevant master degree from reputable university
- 2 years of experience in the domain of communicable diseases

#### **2. Specific Competencies**

- Experience in TB Control/programmed management for at least 2 years.
- Excellent communication and negotiation skills, team player.
- Coaching Skills.
- Thorough knowledge of MS Office.
- Good English skill, oral and written.

#### **3. General competencies**

- Ability to create a supportive working environment amongst all staff.
- Ability to work as part of multi-cultural team and independently.
- Motivated and willing to learn and implement new ways of working.
- Accurately follow the organizational procedures and regulations.

KNCV offers a flexible and supportive work environment and strongly encourages developing your skills and abilities to further your career opportunities.

Interested applicants are requested to submit their CV and application to [recruitment.indonesia@kncvtbc.org](mailto:recruitment.indonesia@kncvtbc.org) by 19 April 2018 at the latest. Please ensure to put the post you apply for in the subject line of your e-mail.

Only shortlisted candidates will be contacted.

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