



# MUMBAI DISTRICTS AIDS CONTROL SOCIETY

Established by  
BRIHANMUMBAI MUNICIPAL CORPORATION

Regd. No. 891/98



MDACS / 6797 / ESTT

Date : 02/02/2024

## **Recruitment Notice for filling up following post on contract basis**

For Mumbai Districts AIDS Control Society, Mumbai

(Website : [www.mdacs.org.in](http://www.mdacs.org.in))

Mumbai Districts AIDS Control Society, Wadala, Mumbai (MDACS) invites application from eligible candidates for the posts of Joint Director (Prevention) & Asst. Director (Documentation) on the contract basis:-

Sr. No.	Post	Qualification and Experience	Remuneration in Rs.
01	Joint Director (Prevention)	<p><b>Essential Qualification :</b></p> <p>Master/ Post Graduate Diploma in Social Sciences / Public Health/ Health Care Administration and similar allied streams from a recognized University.</p> <p><b>Desirable :</b></p> <ul style="list-style-type: none"><li>• M.Phil, Ph.D</li><li>• Preference will be given to the candidate working in the field of HIV/ AIDS</li><li>• Proficiency in data management.</li></ul> <p><b>Essential Experience :</b></p> <p>Work experience of 7 years in the Development sector, Health Programmes or Health systems in the field of HIV/AIDS at State/National level with experience of engagement with community and civil society organizations.</p> <p>(• For Masters/ PG diploma: Minimum 8 years post PG • For MPhil: Minimum 6 year post Mphil • For PhD: Minimum 4 year post PhD • For Medical Graduate minimum of 5 yrs. Post qualification • For Medical Post graduate minimum of 3 yrs. post PG qualification)</p>	Rs. 67900/- p.m.



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Sr. No.	Post	Qualification and Experience	Remuneration in Rs.
2	Asst. Director (Documentation)	<p><b>Essential Qualification :</b> Post graduate degree in Social Sciences/ Humanities or any other related field.</p> <p><b>Desirable :</b></p> <ul style="list-style-type: none"><li>• Previous SACS or NGO experience in a similar role of ability of handling social media is highly desirable.</li><li>• Sound knowledge of handling virtual meeting platforms, video conferencing, social media platforms and computer skills.</li><li>• Preference will be given to the candidate working in the field of HIV/ AIDS</li></ul> <p><b>Essential Experience :</b> At least 3 years of experience in journalism and/or writing features for the web; - Demonstrated experience in maintaining social media accounts, especially Facebook, Instagram, YouTube and Twitter, as well as experience with new media executions, preferably with a development organization; knowledge and understanding of local and global digital landscape and trends;</p> <ul style="list-style-type: none"><li>• Basic understanding of managing website content as per need;</li><li>• Experience with graphic design, ability to create designs for digital media purposes in open source graphic design programmes, such as Canva;</li><li>• Ability to integrate PR/communication initiatives with social media; - Experience developing compelling content to generate response from audiences online;</li><li>• Experience in reporting on qualitative and quantitative analytics; - Ability to take quality photographs and basic photo editing skills;</li></ul>	Rs. 35,000/- p.m.

- **Venue :**  
**MUMBAI DISTRICTS AIDS CONTROL SOCIETY**  
ACWORTH COMPLEX, R. A. KIDWAI MARG,  
WADALA (WEST), MUMBAI-400 031.



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➤ **Appointment Type :-**

The above-mentioned posts are temporary & purely on contract basis. While recruiting the post, initially the appointment will be given upto 31<sup>st</sup> March, 2024 as a probation period and further continuation beyond 31<sup>st</sup> March, 2024 will depend solely on performance. The Project Director, MDACS reserves the right for further continuation of the candidate.

➤ **How to apply :-**

- 1) Interested candidates may apply in prescribed application form with a recent passport size photographs and a set of attested photocopies of testimonials / certificates / ID Proof etc.
- 2) The application is to be submitted on A4 size paper only.
- 3) Applications can be sent either through registered / speed post or personally in the office of the "Project Director, Mumbai Districts AIDS Control Society, Acworth Complex, R.A. Kidwai Marg, Near SIWS College, Wadala (West), Mumbai – 400 031" on all working days between 10.30 am to 5.30 pm from the advertised date to closing date.
- 4) Last date of submit the application is 13/02/2024, application received after this date will not be considered.
- 5) After scrutinizing the applications received in due date short-listed candidates will be called for written examination and Interview.

**Other Important Notes :-**

- 1) Knowledge of Marathi, English is essential.
- 2) Selected candidate will be appointed on the minimum range of consolidated remuneration of the post as per NACP-V.
- 3) The candidate the age of 60 years may not apply for post of JD (Prevention) & AD (Documentation).
- 4) Candidates who have been discontinued based on poor performance and against whom disciplinary action is completed OR initiated; similarly who have left from AIDS Control Society will not be eligible for the above post.
- 5) Project Director, MDACS reserve the right to cancel the recruitment, modify the number of posts etc.
- 6) Canvassing in any way will lead to disqualification of the concerned candidate.

The application received 1) after due date 2) by Fax/Email 3) Without required documents will not be considered.

Sd/-

**Addl. Project Director,  
Mumbai Districts AIDS Control Society**