



**VHS CDC Project
Supported by Centers for Disease Control and Prevention (CDC)**

Job Title	1. Manager Finance – 1 Position 2. Assistant Manager Finance – 2 Positions
Salary	Commensurate with industrial norms
Location	Chennai
Closing date	January 13, 2021

About VHS: Voluntary Health Services (VHS), Chennai is a well-known NGO based in Chennai with 60 years of experience. VHS Project Management Unit (CHARTERED) has successfully implemented several demonstrated projects for more than 30 years with the support from various Grantors including USAID, Bill and Melinda Gates Foundation (BMGF), GFATM, US Centers for Disease Control and Prevention (CDC), World Bank and other donors. VHS has rich experience in implementation, providing strategic technical support at State/regional/national/international level and facilitating knowledge transfer between the countries.

VHS has currently received two grants from Centers for Disease Control and Prevention (CDC/DGHT-India) on

1. *“Accelerating Sustainability of Public Health Systems in India to Prevent, Detect, and Respond to Infectious Disease Outbreaks and Other Public Health Emergencies”* (named as VHS-CDC Project NIRANTAR).
2. *Project Fast track: TA to NACO for fast tracking scalable responses to achieve the prevention to treatment (named as VHS-CDC Project ASPIRE).*

Job requirements for the mentioned positions:

Name and Number of Positions	Qualification	Experience	Skills
Finance Manager - 1	M.Com. and C A - Inter	Minimum 5 to 10 years of working experience. Preferred Age limit – 35 to 40 years	<ul style="list-style-type: none"> • Budget preparations • MIS • Income Tax • Working knowledge in Tally ERP • Financial Reports • Internal controls • Fund Management • Strong Managerial skills • Meeting up the Grantor deadlines
Assistant Manager Finance - 2	B.Com., preferably with audit experience or C A - Inter	Minimum 3 to 5 years of working experience. Preferred Age limit – 30 to 35 years	<ul style="list-style-type: none"> • Working knowledge in Tally ERP • Bill processing • Strong Accounting knowledge • Accounts Record maintenance



Other Skills/Competencies for both the positions:

- Highly motivated with proven management experience;
- Demonstrate team spirit and positive attitude and ability to work in diverse settings with a variety of stakeholders;
- Strong analytical skills and communication skills in English; and
- Excellent command over MS office (word, excel, power-point)

How to Apply?

To apply for this post: After reviewing the job description and responsibilities, you are required to submit the application as follows:

1. Covering letter addressed to “The Projects Director, Projects Division, VHS, Chennai”.
2. Updated CV including last drawn salary, photograph and two references.

Please send your applications to: admin@vhsprojects.org superscribed for the position applied for on or before January 13, 2021.

We encourage applicants to apply early as the work is project-based and the Management reserves the right to fill up or cancel the same without notice. Due to high volume of applications, only shortlisted applicants will receive a response. If you have not been contacted by January 31, 2021, please assume your application was unsuccessful.