

## **Terms of Reference**

<b>Job Title – State Coordination Officer (State Blood Cell)</b> <b>Consolidated Salary - Rs. 50,000 per month</b>
Based at (state/district, facility) – <b>State HQ</b> No. of Vacant Positions – <b>01</b>
<b>Essential Qualification/ Requirements –</b> <ul style="list-style-type: none"><li>• Master’s degree or Two year’s PG Diploma in Management OR Master’s degree in Science.</li><li>• Knowledge of logistics/ statistics/ social work and human resource</li></ul> <b>Experience:</b> <ul style="list-style-type: none"><li>• 4 Years experience in blood services</li><li>• Experience in Govt. Sector (PSU)/ Social Sector will be preferred</li><li>• Working knowledge of computers is must</li><li>• Strong communication and documentation skills in English.</li></ul>
<b>Key Responsibilities and Accountabilities:-</b> <ul style="list-style-type: none"><li>• To assess the need of requirement in the districts and FRU for blood services and supplement in under NHM.</li><li>• Monitoring of funds for blood services, blood disorders provided under NHM. Data analysis of the reports generated by the district level blood banks and FRUs.</li><li>• Providing support and monitoring of blood disorders patients at the medical college level.</li><li>• Preparing the PIPs and monitoring and implementation of the programme.</li><li>• Linkages plan, Co-ordination with state drug authority, State health department, SACS and blood banks.</li><li>• Monitoring of blood banks and blood storage centres.</li><li>• Any other task as assigned by the competent authority</li></ul>

<b>Job Title – Vector Borne Disease Consultant</b> <b>Consolidated Salary - Rs. 40,000 per month</b>
Based at (state/district, facility) – <b>State HQ</b> No. of Vacant Positions – <b>01</b>
<b>Essential Qualification/ Requirements –</b> <ul style="list-style-type: none"><li>• Post Graduate in Zoology (Entomology) /Life Sciences. Life sciences candidates must have Zoology as one of the subjects at Graduate level. He/she should have minimum two years post qualification experience of planning and implementing vector born disease control activities preferably in the area of malaria</li><p style="text-align: center;">OR</p><li>• Ph. D. in Entomology with minimum one year experience of planning and implementing vector born disease control activities preferably in the area of malaria</li></ul> <p>Working knowledge of computers is must</p>
<b>Key Responsibilities and Accountabilities:-</b> <ul style="list-style-type: none"><li>• Provide technical support to State/ District RRT in vector related issues.</li><li>• Undertake Entomological Surveillance, map and monitor Entomological density, and Bionomics and sensitivity for insecticide.</li><li>• Undertake entomological investigations including susceptibility tests, fauna studies etc.</li><li>• Support the preparation and implementation of integrated vector management plans.</li><li>• Undertake regular field visits as per the schedule of NVBDCP to monitor and evaluate the timeliness and quality of vector control measures such as indoor residual spray, insecticide treated nets and distribution of larvivorous fish.</li><li>• Liaise with block medical officers and malaria inspectors to ensure timely implementation of vector control operations.</li><li>• Support preparation, implementation and monitoring of district action plan for control of vector borne diseases.</li><li>• Organize locally relevant behaviour change communication initiatives to improve household behaviours towards vector borne diseases control.</li><li>• Any other task as assigned by the competent authority</li></ul>

<b>Job Title – ENT Surgeon</b> Consolidated Salary – <b>Rs 60,000/- per month</b>
Based at – <b>District Level</b> No of Vacant Positions – <b>08</b> <b>Districts – Dehradun, Haridwar, Tehri Garhwal, Chamoli, Almora, Nainital, Udham Singh Nagar, Pithoragarh</b>
<b>Essential Qualifications –</b> <ul style="list-style-type: none"><li>• MD/ Diploma in ENT from institution recognized by Medical Council of India (In case the candidate is selected, he/ she has to be registered with State Medical Council)</li><li>• Working knowledge of computers is must</li></ul>
<b>Key Responsibilities and Accountabilities :-</b> <ul style="list-style-type: none"><li>• Preparation of District Micro-plan on magnitude and distribution of deaf / hearing impaired persons and resources available for ear care.</li><li>• Over all implementation of the programme through utilization of government facilities, involvement of NGOs and community participation.</li><li>• Monitoring of programme activities and quality control along with submission of quarterly progress report to states and Monthly visit to CHC/PHC for smooth implementation of NPPCD.</li><li>• Financial and Material Management</li><li>• Social Mobilization and public awareness</li><li>• Orientation of various functionaries of health and other related sectors</li><li>• Procurement of equipment and other materials.</li><li>• Arrangements for screening camps in collaboration with Ministry of Social Justice and Empowerment.</li><li>• To provide ENT Clinical / surgical services at the District Hospital.</li><li>• Conducting Training Programme</li><li>• Supervision of IEC Activities.</li><li>• To link district with stake holders of the programme with and outside the district.</li><li>• To undertake any other tasks and responsibilities assigned by the supervisor.</li></ul>

<b>Job Title – Legal Consultant (State)</b> Consolidated Salary – Rs 45,000/- per month
Based at – <b>State HQ</b> No. of Vacant Positions – <b>01</b>
<b>Essential Qualifications –</b> <ul style="list-style-type: none"><li>• Minimum qualification of a degree in Law from a recognized University;</li><li>• 2 years of experience of handling cases in District Court/ High Court/ Supreme Court. Working knowledge of computers is must</li></ul> <b>Knowledge &amp; Skills –</b> <ol style="list-style-type: none"><li>a. Capability to function collaboratively and productively, in a multidisciplinary environment</li><li>b. Ability to represent the organization in interactions with Central &amp; State Government, and other stakeholders</li><li>c. Track record of implementing innovative ideas and schemes in day to day working.</li><li>d. Ability and willingness to travel extensively.</li><li>e. Interpersonal and management skills with ability to work in a deadline-driven environment.</li><li>f. Possess team working capability</li><li>g. Good command over MS-Office/internet</li><li>h. Good communication skills in English and Hindi, both written and verbal.</li></ol> <p>Perform expected duties under direct supervision of the State Nodal officer – Tobacco Control.</p>
<b>Key Responsibilities and Accountabilities :-</b> <ol style="list-style-type: none"><li>a) The Legal Consultant will assist State Tobacco Control Cell and provide infrastructural support for handling issues related to law and policy to ensure effective implementation of the Tobacco Control Laws and Framework Convention on Tobacco Control.</li><li>b) To pro-actively monitor all legal issues and judicial cases in the area of tobacco and assist in briefing the Senior Counsel about the cases.</li><li>c) To assist in drafting of replies to various judicial cases and RTI applications related to tobacco.</li><li>d) Conduct workshops for law enforcers/ NGOs and others.</li><li>e) To maintain follow ups of all cases, case files and tracking court hearings to ensure timely and effective action.</li><li>f) To collate information on violation under the Tobacco Control Act and report the same.</li><li>g) To network with related civil society groups and advocating for strong tobacco control policies.</li><li>h) To undertake any other tasks and responsibilities assigned by the supervisor.</li></ol>

<b>Job Title – Program Assistant (NTCP)</b> Consolidated Salary – <b>Rs. 20,000/- per month</b>
Based at – <b>State HQ</b> No. of Vacant Positions – <b>01</b>
<b>Essential Qualifications –</b> Post-graduate degree in Sociology/Social Work with two year post qualification experience of working in health sector/ social sector. <b>OR</b> Graduate in Sociology/Social Work with five year post qualification experience of working in health sector/ social sector Working knowledge of computers is must
<b>Key Responsibilities and Accountabilities :-</b> <ul style="list-style-type: none"><li>• To support in the implementation of the NTCP at State and District level.</li><li>• To facilitate in capacity building of stakeholders / law enforcers/District Tobacco Control Cell.</li><li>• To facilitate in monitoring Tobacco Control Laws.</li><li>• To develop partnership with NGO's/Organizations/ PRI's/ Urban Level Bodies (ULB's) for further community support.</li><li>• To facilitate in developing local IEC and planning of the state IEC campaigns.</li><li>• To monitor NGO's/ Groups at state level &amp; compile reports on monthly basis.</li><li>• To submit quarterly and monthly Performa/report to NTCC.</li><li>• Disseminate all the important guidelines and letters to District Cells.</li><li>• To prepare Utilization Certificate (UC) and Statement of Expenditure (SoE) and its timely submission for release of funds.</li><li>• Any other work assigned by the supervisor from State/National level.</li></ul>

<b>Job Title – District Consultant – NTCP</b> <b>Consolidated Salary – Rs. 40,000/- per month</b>
Based at – <b>District Level</b> No. of Vacant Positions – <b>08</b> <b>Districts – Dehradun, Nainital, Pauri Garhwal, Tehri Garhwal, Almora, Udham Singh Nagar, Haridwar, Pithoragarh</b>
<b>Essential Qualifications –</b> MBBS/ BDS/ AYUSH with Post Graduate in Public Health/ Post Graduate in Health Care Management with at least 01 years post qualification working experience in public health. OR Masters in Social Sciences from a recognized institution/university with at least 05 years of post qualification experience in public health/ social sector
<b>Knowledge and skills:</b> <ul style="list-style-type: none"><li>• Working knowledge of computers is must</li><li>• Proficient in programme implementation with the active involvement of stakeholders.</li><li>• Technically proficient in participatory planning and developing yearly, quarterly plans with clear outcome indicators.</li><li>• Capability of carrying of trainings and large scale IEC campaigns.</li><li>• Evaluate programme outcomes on periodic basis.</li><li>• Ability to share programme thrust areas, progress and outcome in the District Level/State Level meetings, seminars &amp; workshops.</li><li>• Ability and willingness to travel extensively.</li><li>• Interpersonal and management skills with ability to work in a deadline-driven environment.</li><li>• Possess team working capability.</li><li>• Good command over MS-Office/internet</li><li>• Good communication skills in English and Hindi, both written and verbal.</li></ul>
<b>Key Responsibilities and Accountabilities :-</b> <ul style="list-style-type: none"><li>• To prepare District Level implementation plans for Tobacco Control with clear measurable outcomes and achievable targets.</li><li>• To coordinate with District level line departments and other agencies for successfully implementing tobacco control programme at the District Level</li><li>• Ensure proper implementation of plans as per programme guidelines and directions issued by the STCC from time to time.</li><li>• To conduct training, advocacy programmes, school programmes and monitoring visits for ensuring compliance of COTPA, 2003 provisions.</li><li>• Involve CSO, CBO, Media and other departments in tobacco control as per NTCP operational guidelines.</li><li>• To ensure quality and monthly reporting of all the activities including utilization of resources undertaken by the District Tobacco Control Cell.</li><li>• Preparation of quarterly and annual reports.</li><li>• To undertake any other tasks and responsibilities assigned by the STCC.</li><li>• Any other work assigned by the supervisor from State/National level.</li></ul>

<b>Job Title – Social Worker</b> <b>Consolidated Salary – Rs. 25,000/- per month</b>
Based at – <b>District Level</b> No. of Vacant Positions – <b>06</b> <b>Districts – Nainital, Pauri Garhwal, Almora, Udham Singh Nagar, Haridwar, Pithoragarh</b>
<b>Essential Qualifications –</b> Post-graduate degree in Sociology/Social Work with 02 year post qualification experience in public health/ social sector  OR Graduate in Sociology/Social Work with 05 years of post qualification experience in public health/ social sector Computer knowledge is must.
<b>Key Responsibilities and Accountabilities :-</b> <ul style="list-style-type: none"><li>▪ To facilitate in monitoring Tobacco Control Laws.</li><li>▪ To provide support to the School Program.</li><li>▪ To facilitate in developing local IEC and building synergy with the District IEC campaign.</li><li>▪ To organize training and capacity building programmes for different set of stakeholders including law enforcers.</li><li>▪ To monitor NGO's/ groups at District level, &amp; compile reports on monthly basis.</li><li>▪ To develop partnerships with NGO's/Organizations/ PRI's/ Urban Level Bodies (ULB's) for further community support.</li><li>▪ To carry out outreach activity/ social mobilization.</li><li>• Any other work assigned by the supervisor from State/National level.</li></ul>

<b>Job Title – Psychologist/ Counselor</b> Consolidated Salary – <b>Rs. 25,000/- per month</b>
Based at – <b>District Level</b> No. of Vacant Positions – <b>06</b> <b>Districts – Nainital, Pauri Garhwal, Almora, Udham Singh Nagar, Haridwar, Pithoragarh</b>
<b>Essential Qualifications –</b> Post-graduate degree in Sociology/Social Work with 02 year post qualification experience in public health/ social sector  OR Graduate in Sociology/Social Work with 05 years of post qualification experience in public health/ social sector Working knowledge of computers is must
<b>Key Responsibilities and Accountabilities :-</b> <ul style="list-style-type: none"><li>▪ To setup and manage tobacco cessation facilities and do advocacy for behavioral change.</li><li>▪ To work in coordination with social worker in carrying out outreach activities.</li><li>▪ To support cessation activities at school/ community level.</li><li>▪ To organize trainings for the Health professionals and other stakeholders.</li><li>▪ To monitor the implementation of tobacco Control Laws in coordination with Social Worker.</li><li>▪ To monitor NGO's/groups at District level, compile reports on monthly basis.</li><li>▪ Any other work assigned by the supervisor from District/State/National level.</li><li>• Any other work assigned by the supervisor from State/National level.</li></ul>



<b>Job Title - Epidemiologist/ Public Health Specialist/ State/ District Program Officer</b> Consolidated Salary – <b>Rs 60,000/- per month</b>
Based at – <b>State HQ and District Level</b> No of Vacant Positions (State Level) – <b>01</b> No of Vacant Positions (District level) – <b>07</b> <b>Districts – Dehradun, Tehri Garhwal, Udham Singh Nagar, Pithoragarh, Nainital, Almora, Pauri Garhwal</b>
<b>Essential Qualifications/ Requirements –</b> MBBS degree from institution recognized by Medical Council of India <b>WITH</b> Post Graduation degree OR two years PG diploma in public health/ health care management/ health care services/ Community Health Administration <b>OR</b> MBA (Health Care Administration) <b>OR</b> MD/ DNB in Preventive & Social Medicine/ Community Medicine/ <b>Experience –</b> At least 3 years of experience in health management/ Public health programme/ Health services after obtaining post graduate degree/ diploma Working knowledge of computers is must
<b>Key Responsibilities &amp; Accountabilities –</b> <ul style="list-style-type: none"><li>• Preparing Programme Implementation Plan</li><li>• Organizing review meetings and orientation workshops</li><li>• Organizing training program for Medical Officers</li><li>• Visiting districts and peripheral units to monitor the NCD activities</li><li>• Reviewing program implementation at district and below district levels</li><li>• Collaborating with Centre, Medical Colleges, Districts, NGOs and other sectors</li><li>• Preparing and submitting monthly, quarterly progress report for NPCDCS to SNO (NCD)</li><li>• Any other job assigned by the concerned officer.</li></ul>

<b>Job Title – State Finance cum Logistics Consultant</b> Consolidated Salary – <b>Rs 40,000/- per month</b>
Based at – <b>State HQ</b> No of Vacant Positions (State Level) – <b>01</b>
<b>Essential Qualifications/ Requirements –</b> CA with 02 years of post qualification experience as finance manger in accounting including financial analysis, financial reporting, budgeting, financial software and reporting system <b>OR</b> M. Com. Or MBA (Finance) with 05 years of post qualification experience as finance manager in accounting including financial analysis, financial reporting, budgeting, financial software and reporting system  Experience in Health Finances and Logistics at state/ district level in any national program will be preferred.  Working knowledge of computers is must
<b>Key Responsibilities &amp; Accountabilities –</b> <b>General</b> <ul style="list-style-type: none"><li>• To support all matters relating to accounts, budgeting and financial matters and management of accounting procedure, pertaining to NPCDCS in the Centre/ State</li><li>• To organize and maintain the fund flow mechanism from Centre to State and then from state to Districts.</li><li>• Accurate and timely submission of quarterly report on expenditure to Centre, annual audited statement of accounts and intensively monitoring the financial management in each district NCD society.</li><li>• Financial aspects of activities in Cancer, Diabetes, CVD &amp; Stroke and Elderly</li><li>• Any other job assigned by the concerned officer.</li></ul> <b>Specific</b> <ul style="list-style-type: none"><li>• Preparing annual and quarterly budgets for the States &amp; District.</li><li>• Ensuring that adequate internal controls are in place to support the payments and receipts</li><li>• Ensuring timely consolidation of accounts/ financial statements at the National/ State/ District</li><li>• Training of Finance cum Logistics Officer at State &amp; district level in fund flow mechanism and filling up the reporting formats.</li><li>• Supporting the audit of the accounts of the State and District in accordance with the financial guidelines</li><li>• Monitoring expenditure and receipt of utilization certificate (UC) &amp; Statement of Expenditure (SOE) from state and districts.</li><li>• Reviewing the accounts and records of the state and district on a periodic basis</li><li>• Preparing consolidated SOE of NPCDCS on a quarterly basis.</li><li>• Coordinating with the State and Districts to address the audit objection/ internal control weaknesses, issues of disallowances, if any</li></ul>

<b>Job Title – District Finance cum Logistics Consultant</b> Consolidated Salary – <b>Rs 30,000/- per month</b>
Based at – <b>District Level</b> No of Vacant Positions – <b>06</b> <b>Districts – Dehradun, Tehri Garhwal, Udham Singh Nagar, Pithoragarh, Nainital, Pauri Garhwal</b>
<b>Essential Qualifications/ Requirements –</b> CA with 01 years of post qualification experience in accounting including financial analysis, financial reporting, budgeting, financial software and reporting system <b>OR</b> M. Com. Or MBA (Finance) with 03 years of post qualification experience in accounting including financial analysis, financial reporting, budgeting, financial software and reporting system  Experience in Health Finances and Logistics at state/ district level in any national program will be preferred. Working knowledge of computers is must
<b>Key Responsibilities &amp; Accountabilities –</b> <b>General</b> <ul style="list-style-type: none"><li>• To support all matters relating to accounts, budgeting and financial matters and management of accounting procedure, pertaining to NPCDCS in the Centre/ State</li><li>• To organize and maintain the fund flow mechanism from Centre to State and then from state to Districts.</li><li>• Accurate and timely submission of quarterly report on expenditure to Centre, annual audited statement of accounts and intensively monitoring the financial management in each district NCD society.</li><li>• Financial aspects of activities in Cancer, Diabetes, CVD &amp; Stroke and Elderly</li><li>• Any other job assigned by the concerned officer.</li></ul> <b>Specific</b> <ul style="list-style-type: none"><li>• Preparing annual and quarterly budgets for the State/ District.</li><li>• Ensuring that adequate internal controls are in place to support the payments and receipts</li><li>• Ensuring timely consolidation of accounts/ financial statements at the National/ State/ District</li><li>• Training of Finance cum Logistics Officer at State &amp; district level in fund flow mechanism and filling up the reporting formats.</li><li>• Supporting the audit of the accounts of the State and District in accordance with the financial guidelines</li><li>• Monitoring expenditure and receipt of utilization certificate (UC) &amp; Statement of Expenditure (SOE) from state and districts.</li><li>• Reviewing the accounts and records of the state and district on a periodic basis</li><li>• Preparing consolidated SOE of NPCDCS on a quarterly basis.</li><li>• Coordinating with the State and Districts to address the audit objection/ internal control weaknesses, issues of disallowances, if any</li></ul>

<b>Job Title – Medical Officer - STC (in RNTCP)</b> Consolidated Salary – <b>Rs 55,000/- per month</b>
Based at – <b>State HQ</b> No of Vacant Positions – <b>01</b>
<b>Essential Qualifications –</b> MBBS or equivalent degree from institution recognized by Medical council of India.; Must have completed compulsory rotatory internship <b>Preferential Qualification –</b> 1. Diploma / MD Public Health /Community Health Administration (CHA)/Tuberculosis & Chest diseases. 2. One year experience in RNTCP 3. Working knowledge of computers
<b>Key Responsibilities and Accountabilities :-</b> <ul style="list-style-type: none"><li>• To assist the State TB officer and APO in program management activities like planning, budgeting, implementing, monitoring, supervising evaluating and reporting.</li><li>• To link state TB cell with stake holders of the program within and outside the state.</li><li>• To assist State TB Officer in establishing intersectoral and interdepartmental coordination for TB control.</li><li>• To assist the State TB Officer and APO in establishing systems for TB Surveillance (through MIS, Notification, etc.)</li><li>• To assist the STO in planning regular State Internal Evaluations and compilation/analysis of SIE data</li><li>• To conduct supervisory visits to the districts (including SIEs) and report to State TB Officer.</li><li>• To assist state TB Officer in maintaining updated data base of district, sub district, peripheral level program managers and stakeholders.</li><li>• To assist State TB Officer in state/district level human resources management.</li><li>• To manage the public grievance redressal mechanism in the State TB Office.</li><li>• To manage the public relations in the State TB Office and assist State TB Officer in compiling information required for reports to governments, legislative assembly, and replies to requests under right to information.</li><li>• To facilitate change management with respect to use of ICT &amp; Nikshay tools for concerned data entry, validation &amp; its use for public health action</li><li>• Any other job assigned as per programme need.</li></ul>

<b>Job Title – State Leprosy Consultant</b> Consolidated Salary – <b>Rs 48,000/- per month</b>
Based at – <b>State – HQ</b> No. of Vacant Positions – <b>01</b>
<b>Essential Qualifications –</b> MBBS/ BDS/ AYUSH with Post Graduate in Public Health/ Post Graduate in Health Care Management with at least 02 years post qualification working experience in public health. OR Masters in Social Sciences from a recognized institution/university with at least 07 years of post qualification experience in public health/ social sector  Working knowledge of computers is must
<b>Key Responsibilities and Accountabilities :-</b> <ul style="list-style-type: none"><li>• Support State Leprosy Officer in implementation of NLEP activities</li><li>• Intensive supervision and monitoring through field visits</li><li>• Assist in preparation of State plans and their implementation</li><li>• To undertake any other tasks and responsibilities assigned by the supervisor.</li></ul>

<b>Job Title – Budget &amp; Finance cum Administrative Officer</b> Consolidated Salary – <b>Rs 35,000/- per month</b>
Based at – <b>State – HQ</b> No. of Vacant Positions – <b>01</b>
<b>Essential Qualifications –</b> CA with 01 years of post qualification experience in accounting including financial analysis, financial reporting, budgeting, financial software and reporting system <b>OR</b> M. Com. Or MBA (Finance) with 04 years of post qualification experience in accounting including financial analysis, financial reporting, budgeting, financial software and reporting system  Experience in Health Finances and Administration at state/ district level in any national program will be preferred.  Knowledge of dealing administrative matters Working knowledge of computers is must.
<b>Key Responsibilities and Accountabilities :-</b> <ul style="list-style-type: none"><li>• All accounting, financial and administrative matters in State Leprosy Cell.</li><li>• Assist the districts in keeping proper accounts.</li><li>• Timely submission of SOE and UC</li><li>• Assist in regular audit.</li><li>• To undertake any other tasks and responsibilities assigned by the supervisor.</li></ul>

<b>Job Title – District Leprosy Consultant</b> Consolidated Salary – <b>Rs 31,500/- per month</b>
Based at – District Level No. of Vacant Positions – <b>01 (Udham Singh Nagar)</b>
<b>Essential Qualifications –</b> MBBS/ BDS/ AYUSH with Post Graduate in Public Health/ Post Graduate in Health Care Management with at least 01 year working experience in public health. OR Masters in Social Sciences from a recognized institution/university with at least 03 years of post qualification experience in public health/ social sector  Working knowledge of computers is must
<b>Key Responsibilities and Accountabilities :-</b> <ul style="list-style-type: none"><li>• To assist District Leprosy Officer (DLO) in planning and implementation of NLEP activities in the District.</li><li>• To ensure that the monthly progress report (MPR) received from all PHC/ CHC and compiled at district leprosy cell.</li><li>• Ensure submission of the statement of expenditure (SEO) to SLO in time.</li><li>• To visit CHC/ PHC/ Sub Centre and other health institutions to monitor and supervise GHC Staff.</li><li>• Confirmation of Diagnosis in the field and refer the case to nearest health facility for treatment.</li><li>• To ensure implementation of Deformity Prevention Medical Rehabilitation (DPMR) activities are implemented at District/ CHC/ PHC level.</li><li>• To undertake any other tasks and responsibilities assigned by the supervisor.</li></ul>

<b>Job Title – Physiotherapist</b> Consolidated Salary – <b>Rs 21,000/- per month</b>
Based at – <b>District Level</b> No. of Vacant Positions – <b>01 (Udham Singh Nagar)</b>
<b>Essential Qualifications –</b> <ul style="list-style-type: none"><li>• Graduate in Physiotherapy with 3 yrs experience</li><li>• Working Knowledge of Computers</li></ul>
<b>Key Responsibilities and Accountabilities :-</b> <ul style="list-style-type: none"><li>• To provide physiotherapy services in district hospitals to persons effected by Leprosy</li><li>• Examine the case at risk of developing disability and monitor them by regular VMT &amp; ST test</li><li>• Visit to CHC/ PHC &amp; familiarize the Health Workers and patients in self care practices.</li><li>• Screening of disability cases and counsel eligible for Re constructive surgery</li><li>• Care of patient before and after Re-Constructive Surgery</li><li>• Maintain the Deformity Prevention Medical Rehabilitation (DPMR) related records.</li><li>• To undertake any other tasks and responsibilities assigned by the supervisor.</li></ul>



<b>Job Title – Consultant Training &amp; Technical</b> <b>Consolidated Salary – Rs 37,000/- per month</b>
Based at – <b>State – HQ</b> No of Vacant Positions – <b>01</b>
<b>Essential Qualification/ Requirements -</b>
MBBS with 01 years of experience in Public Health/ Epidemiology/ Training OR BDS/ AYUSH with Post Graduate in Public Health/ Post Graduate in Health Care Management/ Epidemiology with at least 01 year working experience in public health.
<b>Key Responsibilities and Accountabilities:-</b>
<ul style="list-style-type: none"><li>• Identifying institutions for training of various categories of personnel, based on selection criteria.</li><li>• Collate and review training plans for all Districts in the state.</li><li>• Organize dissemination of training manuals and materials for the training courses.</li><li>• Monitor training activities at the state level and in districts.</li><li>• Monitor expenditure incurred on training and related activities</li><li>• Assist in organizing independent evaluation of training and its outcome.</li><li>• Any other task as assigned by the competent authority.</li></ul>

<b>Job Title – Veterinary Consultant</b> <b>Consolidated Salary – Rs 47,000 per month</b>
Based at (state/district, facility) – <b>State HQ</b> No. of Vacant Positions – <b>01</b>
<b>Essential Qualification/ Requirements -</b> <ul style="list-style-type: none"><li>• A post graduate Veterinary degree in Veterinary Public Health or Veterinary Epidemiology or veterinary Medicine or veterinary Microbiology or veterinary Pathology</li><li>• Three years experience in veterinary Public Health or veterinary Epidemiology or Animal Health</li><li>• Registration in the veterinary council of India or state veterinary council under Indian veterinary council Act 1984</li></ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"><li>• A Bachelor’s degree in veterinary science &amp; Animal husbandry as listed in the First &amp; second schedule on the Indian veterinary council Act 1984</li><li>• Five years experience in veterinary Public Health veterinary Epidemiology or Animal Health</li><li>• Registration in the veterinary council of India or state veterinary council under Indian veterinary council Act 1984</li></ul> Working knowledge of computers is must
<b>Desirable Qualification –</b> <ul style="list-style-type: none"><li>• Broad knowledge and understanding of animal disease surveillance system, epidemiology including diseases of Public Health importance</li><li>• Excellent skills in data analysis in field epidemiology</li><li>• Excellent analytical, oral and written communication Skills.</li><li>• Willing to travel extensively within state.</li><li>• Proficient in computer applications (MS-Word, Excel and Power point), email and internet etc.</li></ul>
<b>Key Responsibilities and Accountabilities:-</b> <ul style="list-style-type: none"><li>• Establishment of inter – Sectoral coordination with Department of Animal Husbandry/ Agriculture, Wildlife, Urban Development, Rural Development and other sectors</li><li>• Coordinate regular meetings of key strategies stake holders and assist in inter – Sectoral coordination for effective IDSP implementation</li><li>• Organize and monitor timely collection, compilation and analysis of surveillance data from the districts.</li><li>• Regular visits for monitoring the IDSP implementation in the Districts</li><li>• Supervising, monitoring and training state/ district officials and liaison with them</li><li>• Initiate and guide outbreak investigations promptly following the standard operating procedures.</li><li>• Support effective operational integration of disease control efforts based on the surveillance data.</li><li>• Quarterly performance report to be prepared for appraisal</li><li>• Performing other duties as required</li><li>• Any other task as assigned by the competent authority</li></ul>

<b>Job Title – Microbiologist</b> <b>Consolidated Salary - Rs. 44,000 per month</b>
Based at (state/district, facility) – <b>District Level</b> No. of Vacant Positions – <b>02</b> <b>Districts : Dehradun, Udham Singh Nagar</b>
<b>Essential Qualification/ Requirements -</b> MBBS with Post Graduate Degree/Diploma (preferably in Microbiology, Virology, Pathology and other lab sciences) OR MBBS with 2 years experience in laboratory sciences OR M.Sc. in Medical Microbiology with minimum 2 years relevant experience in Medical Microbiology.  Experience of working in public health systems, implementation of laboratory quality assurance systems, assessing and organizing training programs and proven ability for planning and undertaking operational research would be desirable. Working knowledge of computers is must
<b>Key Responsibilities and Accountabilities:-</b> <ul style="list-style-type: none"><li>• Undertake / guide technicians for laboratory investigations of diseases of Public Health importance</li><li>• Facilitate capacity building of laboratory technicians and assistance by organizing training programs</li><li>• Periodically assess training needs of laboratory technicians/assistance and organize relevant training programs with support from local medical colleges/L2 laboratories</li><li>• Ensure implementation of Standard Operating Procedures (SOP) for laboratory techniques developed by IDSP</li><li>• Ensure implementation of guidelines for Biomedical Waste Management developed under IDSP based on existing rules.</li><li>• Timely submission of monthly status report on laboratory tests carried out in assigned laboratories to SSU, CSU ( National Lab Coordinator) and Regional Project Coordinator</li><li>• Participate in epidemic investigations as member of Rapid Response Team</li><li>• Carry out Internal Quality Assurance of L1 laboratories and monitor implementation of External Quality Assurance.</li><li>• Assist in procurement of laboratory equipment and consumable items for laboratories</li><li>• Coordinate with medical college laboratories and private laboratories in the district participating in disease surveillance</li><li>• Provide support for sample collection and transport of specimen from DPHL, Medical College Laboratories and Private Laboratories to State level laboratories.</li><li>• Make supervisory visit to the L1 &amp; L2 laboratories to review the progress of project activity.</li><li>• Organize regular meetings of various stake holders involved in laboratory strengthening at the state.</li><li>• Organize baseline assessments of district public health laboratories; prepare a consolidated report for district level action for laboratories identified to be strengthened and timely submission of the same to SSU</li><li>• Support district surveillance unit in other works related to effective implementation of IDSP</li><li>• Any other task as assigned by the competent authority</li></ul>

<b>Job Title – State ASHA Program Manager</b> Consolidated Salary – <b>Rs 33,075/- per month</b>
Based at – <b>State – HQ</b> No. of Vacant Positions – <b>01</b>
<b>Essential Qualifications/ Requirements –</b> <ul style="list-style-type: none"><li>• Postgraduate qualification in any discipline of Social Sciences/ Social Work/ Rural Development/ Public Administration/ Public Health/ Community Medicine/ Preventive &amp; Social Medicine/ Health Care Management.</li><li>• 5 years experience in management of community health programs or community mobilization of which a minimum of 3 years experience in health sector.</li></ul>
<b>Experience –</b> <ul style="list-style-type: none"><li>• Familiarity with/having worked in community health worker programs, or on empowerment of health volunteers or health projects involving Government and/or NGOs.</li><li>• Sensitivity to, knowledge and experience of working on issues related to prevention and promotion of health care service</li><li>• Experience of having worked as trainer and as organizer of training programs is essential.</li><li>• Publication on community participation in health programs or in coordination of government-NGO supported community health projects.</li><li>• Computer proficiency with high level of familiarity with data base management programme and commonly used packages like MS Word, Excel, power point etc.</li><li>• Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English and Hindi.</li></ul>
<b>Key Responsibilities &amp; Accountabilities –</b> <ul style="list-style-type: none"><li>• Develop strategic plan and budget for State and District level: besides a monitoring plan and training calendar.</li><li>• Support development of appropriate training modules, and MIS for successful monitoring of Community processes.</li><li>• Ensure functional coordination with SPMU, NGO Cell, DPMU and other Health officials in the state.</li><li>• Coordinate with State Mentoring Group for ASHA and Community Processes and convene the meeting of Mentoring Group to develop policy and other appropriate support mechanism towards better functioning/performance of ASHA program and other community processes.</li><li>• Facilitate documentation of best practices, case studies relating to community processes besides developing IEC/BCC materials.</li><li>• Analysis and provide feedback on training conducted on the community processes by District and NGOs.</li><li>• Undertake periodic visits to district and selected NGOs to do the supportive supervision of activity implementation.</li><li>• Provide support to NRHM for effective functioning of community processes through advocacy &amp; networking.</li><li>• Support in programme related research and evaluation.</li><li>• Undertake reviews &amp; assessments &amp; pilot innovative initiative as required.</li><li>• Will report to Team Leader State ASHA and Community Processes Resource centre, who will be responsible for Monitoring and Evaluation of his/her performance.</li><li>• Any other task as assigned by the competent authority.</li></ul>

<b>Job Title – Vaccine &amp; Logistic Officer</b> Consolidated Salary – <b>Rs 20,000 per month</b>
Based at – <b>State – HQ</b> No. of Vacant Positions – <b>01</b>
<b>Essential Qualifications/ Requirements –</b> <ul style="list-style-type: none"><li>• MBA in Health Care/ Logistics Management/ Supply Chain Management/ Materials Management</li></ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"><li>• PG Diploma in Public Health/ Health Care/ Logistics Management/ Supply Chain Management/ Materials Management</li></ul>
<b>Experience –</b> <ul style="list-style-type: none"><li>• Min 02 years of experience in Vaccine &amp; Cold Chain Management</li></ul>
<b>Knowledge &amp; Skills</b> <ul style="list-style-type: none"><li>• The candidate should possess good skill in monitoring, evaluation and documentation.</li><li>• Good IT skill in use of MS-Office.</li><li>• Knowledge of any statistical software will be an advantage though not essential.</li></ul>
<b>Key Responsibilities &amp; Accountabilities –</b> <ul style="list-style-type: none"><li>• To accessing the logistics monitoring and evaluation of supply chain management system of seven regional drug warehouses.</li><li>• To prepare the documentation of programme implementation plan (PIP) related to different programme.</li><li>• To access and formulate the need of logistics at all levels.</li><li>• To give technical inputs as and when required.</li><li>• To assist QC team at different levels.</li><li>• To check, coordinate with firms of QC wing and account department for payment of labs.</li><li>• To give technical assistance in terms of Drugs and Cosmetics Act 1940 and Rules 1945, IP and BP.</li><li>• To undertake such other assignments, that may be assigned from time to time.</li></ul>

<b>Job Title – Consultant QM</b> Consolidated Salary – <b>Rs. 30,000/- per month</b>
Based at – <b>District Level</b> No. of Vacant Positions – <b>8</b> <b>Districts – Dehradun, (Roorkee – Haridwar) , Chamoli, Almora, Pithoragarh, Nainital, Uttarkashi, Champawat</b>
<b>Essential Qualifications/ Requirements –</b> MBBS/ BDS/ AYUSH/ Nursing/ Life Sciences/ Social Sciences graduate With PG degree/ PG Diploma in Hospital Administration/ Health Management with one year post qualification experience in Public Health/ Hospital Administration.  <b>Note -</b> Candidates with experience in Healthcare Quality/ formal quality of a quality system would be preferred. Fluency in English, computer literacy, knowledge of government legislations and policies are essential. Candidates must have good communication skills both written and verbal. Working knowledge of computers is must.
<b>Key Responsibilities &amp;Accountabilities –</b> This position carries responsibility for administration (smooth and quality services) of all non-direct patient care services and departments in a District Hospital. Manage non-clinical services (like infection prevention, security, diet etc.) staff and facilitate Rogi Kalyan Samiti meetings and actions. Specific duties and responsibilities include – <ul style="list-style-type: none"><li>• Ensuring good quality non-clinical services like infection prevention, security, diet etc.</li><li>• Ensuring clean surroundings, OPD areas, Wards, labour room, OT and patient amenities.</li><li>• Periodical assessment of hospitals on quality check list and arrive at a score for the facility.</li><li>• Identification of gaps, develop action plan under the guidance of in charge of the hospital and monitor compliance.</li><li>• Facilitate conduct of meeting of Rogi Kalyan Samiti. It would include ensuring preparation of agenda notes, action taken report and minutes of meeting.</li><li>• Management of out-sources services such diet, security, laundry, BMW management.</li><li>• Ensuring that the hospital meets all regulatory compliances such as BMW, Blood bank/ storage license, AERB regulations etc.</li><li>• Hospital Manager is to take a round of the hospital daily and look at the functioning of departments, equipment and ambulance. Facilitation of activities for gap closure, corrective and preventive action.</li><li>• Keep a record of non functional equipments and time line for its repair along with AMC for all equipments.</li><li>• Supervising punctuality, day-to-day working, supervision of other staff members, work output and channel the work input to improve overall efficiency and keep unit's morale up.</li><li>• Planning and work-out modalities toward upliftment, preventive maintenance of equipment and vehicles and modernization of the hospital.</li><li>• Analyze utilization of various hospital services and equipments etc.</li><li>• Periodic information and assessment on utilization of untied grants, AMGs, RKS grant etc. and timely submission of SOEs and UCs.</li><li>• Analyze financial outlays and its effective utilization.</li><li>• Prepare yearly plan for expenditure after assessment.</li><li>• Carrying out exit interviews, satisfaction surveys (external and internal customer), time</li></ul>

motion studies etc. to keep hospital services up to quality standards.

- To institute an effective grievance redressal system both for the employees and the patients.
- Computerization of District Hospital functions.
- Strengthen District Hospital MIS, KPI and report actions taken.
- Prepare monthly/ quarterly and yearly report of hospital progress.
- Perform other duties and work assigned by the hospital in charge.

<b>Job Title – Technical Consultant – State New Born Action Cell</b> Consolidated Salary – <b>Rs 80,000 per month</b>
Based at – <b>State HQ</b> No. of Vacant Positions – <b>01</b>
<b>Essential Qualifications/ Requirements –</b> <ul style="list-style-type: none"><li>• MBBS + MD (Pediatrics)</li><li>• Working knowledge of computers is must</li></ul>
<b>Key Responsibilities &amp; Accountabilities – Technical Consultant will be responsible for -</b> <ul style="list-style-type: none"><li>• To Conduct State Level INAP Workshop</li><li>• Development of State New Born Action Plans</li><li>• Mapping of Stakeholders &amp; Building Partnerships. (State &amp; District IAP, NNF, Medical Colleges, Private Pediatric Clinics &amp; Super specialty Hospitals.</li><li>• Improving Referral Services</li><li>• Reporting &amp; Analysis<ul style="list-style-type: none"><li>○ Online SNCU Reporting &amp; Follow Up</li><li>○ INAP Dashboard Indicators</li><li>○ Death Reviews</li><li>○ Gender Disaggregated Data</li><li>○ Monthly Reporting</li></ul></li><li>• Supportive Supervision<ul style="list-style-type: none"><li>○ Strengthening of Quality Assurance Mechanism &amp; Service Delivery across SNCU / NBSU / NBCC</li><li>○ Tracking and Resolution of Bottlenecks identified during SS Visit etc by various stakeholder / Review Meetings.</li><li>○ Onsite Training.</li></ul></li><li>• Liaison with DEIC and Action on Birth Defects for New Born Screening programs.</li><li>• Establishing Mechanism for Research &amp; Knowledge Management</li><li>• New Born Health Review Workshops at State Level – Biannually</li><li>• KMC Guidelines Dissemination</li><li>• Assessment of HR &amp; Training Needs</li><li>• Roll out &amp; Evaluation of Newer Guidelines and Programs.</li><li>• Participation in the State &amp; Regional Convergence Meetings &amp; Workshops.</li><li>• PIP Planning and ROP Implementation related to New Born Health Components.</li><li>• Documentation and Annual Report Writing.</li><li>• Any task assigned by the competent authority.</li></ul>



<b>Job Title – Data Manager – State New Born Action Cell</b> Consolidated Salary – <b>Rs 25,000 per month</b>
Based at – <b>State HQ</b> No. of Vacant Positions – <b>01</b>
<b>Essential Qualifications/ Requirements –</b> B.E/B.Tech (IT/Computer Science)/MCA from a Recognized University/Institution OR PGDCA/IT from recognized university/institution  Experience - B.E/B.Tech (IT/Computer Science)/MCA from a recognized university with 1 Year Post qualification experience or any Graduate with PGDCA/ IT from recognized University/ Institution and should have minimum 2 years post qualification experience. Computer proficiency with high level of familiarity with commonly used MS office and database packages. Experience of working preferable in health sector or experience in working with Govt. system will be added advantage  Working knowledge of computers is must
<b>Key Responsibilities &amp; Accountabilities –</b> <ul style="list-style-type: none"><li>• Developing programme monitoring especially for tracking of progress under State New Born Action Cell.</li><li>• Coordinating and designing evaluation studies related to goals of SNBAC.</li><li>• Assist the state in developing systems to provide the necessary information for planning, monitoring, evaluation and feedback.</li><li>• Designing surveys and systems for data triangulation and validation.</li><li>• Assisting the state in developing/redesigning and putting in place an effective Health Management Information System including introduction of IT tools for the same.</li><li>• Data Manager would be the central point for state related data for SNBAC.</li><li>• Would be responsible for over-seeing collection of regular reports from districts and would analyze the data for monitoring, feedback and use in planning.</li><li>• Will for responsible for overall co-ordination of M&amp;E activities of State New Born Action Cell.</li><li>• Undertake such other assignments, which may be assigned from time to time.</li></ul>

<b>Job Title – District Program Coordinator (NPCDCS)</b> Consolidated Salary – <b>Rs 30,000 per month</b>
Based at – <b>District Level</b> No of Vacant Positions – <b>06</b> <b>Districts – Dehradun, Tehri Garhwal, Udham Singh Nagar, Pithoragarh, Nainital, Pauri Garhwal</b>
<b>Essential Qualifications/ Requirements</b>
Post-graduate degree in Sociology/Social Work with Three year post qualification experience of working in health sector/ social sector. <p style="text-align: center;">OR</p> Graduate in Sociology/Social Work with Seven year post qualification experience of working in health sector/ social sector
<b>Key Responsibilities &amp; Accountabilities –</b>
<ul style="list-style-type: none"><li>• Assistance to State/District Programme coordinator in all his job responsibilities</li><li>• Correspondence with District NCD Unit, State Government, Govt. of India</li><li>• Assistance in organizing review meetings and official tours</li><li>• Maintenance of files and correspondence</li><li>• Assistance in preparation of reports</li><li>• Any other job assigned as per program need.</li></ul>

**Job Title – State Program Officer (Urban Health)**

Consolidated Salary – **Rs 36,383/- per month**

Based at – **State Level**

No. of Vacant Positions – **01**

**Essential Qualifications/ Requirements –**

MBBS/ BDS/ AYUSH with Post graduation degree or diploma in Public Health/ Community Health/ Preventive & Social Medicine /health management/ health care services and with at least one years of post qualification work experience in Health Systems / National health mission

**OR**

Masters in any stream with 7 years of experience in public health

**OR**

Graduation in any stream with 10 years of experience in public health

**Knowledge & Skills -**

- Past experience in NHM/NUHM
- Experience in Planning and implementing of the Health programs.
- Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point & Web surfing to search relevant data & documents.
- Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English.
- Should be able to exhibit strong leadership skills.
- Demonstrated ability to work in a multi-disciplinary team environment.
- Demonstrated experience in operationalizing health programme at field level / working in strengthening of district level health systems.
- Willingness to travel to states & districts to provide technical assistance & ability to work on different assignments simultaneously to meet the timelines for assignments.
- Formal educational qualification and experience could be relaxed when there is published quality work or work experience of specific relevance.

**Key Responsibilities & Accountabilities –**

- Responsible for Strategic and Financial Planning, Implementation, Monitoring and Review of various activities under NUHM in the state of Uttarakhand.
- Systematic collection, documentation & presentation of information regarding urban health system, health needs and inputs to the decision makers.
- Building capacities at district and state level for making urban health plans and for review & improving the plans, using both epidemiological and HMIS inputs.
- Provide Technical Assistance in areas selected to health systems strengthening Human Resources for Health, Healthcare Financing, Quality Improvement, Community Processes, Health Information Systems, Monitoring & Evaluation, Public Private Partnership and Governance etc.
- Plan and propose innovations for improving health care delivery in the state.
- Analysis of data from HMIS & its use for decision makers
- Undertake other assignments, which may be assigned from time to time by the Reporting Officer.

<b>Job Title – Programme &amp; Logistics Officer (Drug Warehousing)</b> <b>Consolidated Salary – Rs 30,000/- per month</b>
Based at – <b>State – HQ</b> No of Vacant Positions – <b>01</b>
<b>Essential Qualifications &amp; Requirements -</b>
MBA/ PGDM in Supply Chain Management/ Health Care Management with minimum two year experience in relevant field OR Master degree in Pharmacy from the recognized university on regular basis with any diploma/ course in materials management/ logistics management/ supply chain management and minimum two years post qualification experience OR Bachelor in Pharmacy on regular basis with diploma/ course in materials management/ logistics management/ supply chain management and having 05 years of post qualification experience
<b>Key Responsibilities &amp; Accountabilities -</b>
<ul style="list-style-type: none"><li>• To accessing the logistics monitoring and evaluation of supply chain management system of state drug warehouses.</li><li>• To prepare the documentation of programme implementation programme (PIP) related to different programme and to work on PROMIS.</li><li>• To access and formulate the need of logistics at all levels.</li><li>• To give technical inputs as and when required</li><li>• To check, coordinate with accounts departments in case of any financial/ accounting related to medicine &amp; drugs.</li><li>• Any other assignment/ task/ duty as assigned by the competent authority or reporting officer.</li></ul>

<b>Job Title – District Logistics Manager (Drug Warehousing)</b> <b>Consolidated Salary – Rs 25,000/- per month</b>
Based at – <b>District Level</b> No of Vacant Positions – <b>01 per district (in Uttarakhand)</b>
<b>Essential Qualifications &amp; Requirements -</b>
MBA/ PGDM in Supply Chain Management/ Health Care Management with minimum Two year experience in relevant field OR Master degree in Pharmacy from the recognized university on regular basis with any diploma/ course in materials management/ logistics management/ supply chain management and minimum two years post qualification experience OR Bachelor in Pharmacy on regular basis with diploma/ course in materials management/ logistics management/ supply chain management and having 05 years of post qualification experience
The candidate must have good IT skills
<b>Key Responsibilities &amp; Accountabilities -</b>
<ul style="list-style-type: none"><li>• To accessing the logistics monitoring and evaluation of supply chain management system for the medicines &amp; drugs in the district.</li><li>• To access and formulate the need of logistics at all levels.</li><li>• To give technical inputs as and when required.</li><li>• To coordinate with PROMIS team at different levels.</li><li>• To check, coordinate with accounts departments in case of any financial/ accounting related to medicine</li><li>• Any other assignment/ task/ duty as assigned by the competent authority or reporting officer.</li></ul>

<b>Job Title – Graphic Designer</b> <b>Consolidated Salary – Rs 15,000/- per month</b>
Based at – <b>State – HQ</b> No of Vacant Positions – <b>01</b>
<b>Essential Qualifications &amp; Requirements -</b>
<ul style="list-style-type: none"><li>• Graduate with Diploma in Graphic/Multimedia.</li><li>• Knowledge of Adobe illustrator, Photoshop and Corel Draw.</li><li>• Ability to develop design for sampling purposes and to create graphics/artworks for product likes magazines, registers, folders, advertisements and labels.</li></ul> <b>Preferential Qualification -</b> <ul style="list-style-type: none"><li>• One year experience in Graphic Designer and Web Designing.</li><li>• Preference will be given to candidate those having experience in Advertisement Agencies.</li></ul>
<b>Key Responsibilities &amp; Accountabilities -</b>
<ul style="list-style-type: none"><li>• The Graphic designer will be required to provide strategic inputs for mass as well as mid media roll out of various campaigns. S/he will design and develop print material to address various health issues.</li><li>• Work with NHM/IEC bureau to identify and coordinate print material needed by the different department related to programme objectives.</li><li>• Coordinate with the entire department for designing and printing of print material.</li><li>• Coordinate with the printing firms in terms of proof reading, designing, colour theory etc.</li><li>• To prepare layout for Power Point Presentation.</li><li>• Any other assignment/ task/ duty as assigned by the competent authority or reporting officer.</li></ul>

<b>Job Title – Program Assistant (Family Planning)</b> Consolidated Salary – <b>Rs 20,000 per month</b>
Based at – <b>State HQ</b> No of Vacant Positions – <b>01</b>
<b>Essential Qualifications/ Requirements</b>
Post-graduate degree in Sociology/Social Work with two year post qualification experience of working in health sector/ social sector. <p style="text-align: center;">OR</p> Graduate in Sociology/Social Work with five year post qualification experience of working in health sector/ social sector
<b>Key Responsibilities &amp; Accountabilities –</b>
<ul style="list-style-type: none"><li>• Assistance to State/District Programme Officer in all his job responsibilities</li><li>• Correspondence with Family Planning Unit, State Government, Govt. of India</li><li>• Assistance in organizing review meetings and official tours</li><li>• Maintenance of files and correspondence</li><li>• Assistance in preparation of reports</li><li>• Any other job assigned as per program need.</li></ul>

<b>Job Title - Consultant (Human Resource Management under Supportive Supervision)</b> <b>Consolidated Salary – Rs 30,000 per month</b>
Based at – <b>State – HQ for Garhwal and Kumaun Region</b> No of Vacant Positions – <b>02</b>
<b>Essential Qualifications/ Requirements -</b>
MBBS/BDS/Ayush/MBA in HR Desirable Post Graduate Degree/Diploma in Health Management /Hospital Management/Public Health from a University or Institute recognized by GOI or AICTE. <b>Experience &amp; Skills-</b> <ul style="list-style-type: none"><li>• Minimum 2 years of relevant experience in Public Health regarding Programs</li><li>• Management/implementation/Supportive Supervision under NHM at District/Regional/State level with Government/National or International Agency/NGO of repute.</li><li>• Excellent communication skills; both verbal and written. Knowledge of Hindi and English is essential.</li><li>• Proficiency in local language would be an advantage.</li><li>• Working knowledge of computers-Word, Excel, PowerPoint and internet surfing.</li><li>• Program and Financial Management.</li><li>• Training and capacity building.</li><li>• Liaisoning with partners and stakeholder.</li><li>• Data collection and analysis with appropriate skills of coordination and follow-up.</li><li>• Timely communication, reporting, filing, and documentation.</li></ul>
<b>Key Responsibilities &amp; Accountabilities</b>
Consultant Human Resource Management under Supportive supervision will have the overall responsibility of Planning and implementing Supportive supervision in RMNCH+A in the State/District allotted working in close relationship with CMO, State and District Program Officers and other divisions of NHM. He/she will be the facilitator, Monitor and evaluation officer and implementer of Supportive supervision Program.  The primary Roles and Responsibilities of Consultant- Human Resource Management under Supportive Supervision will include the following but not limited to: <ul style="list-style-type: none"><li>• To conduct and facilitate Trainings on Supportive supervision.</li><li>• Monitor the implementation of the RMNCH+A program activities at primary and secondary health care levels in his/her assigned districts.</li><li>• Provide technical assistance to various categories of staff to ensure quality implementation of the program</li><li>• Ensure quality data collection, validation, Analysis and timely reporting Supportive supervision reports and findings.</li><li>• He/she will support the harmonization and the effective coordination between Supervisors, Supervisee and Officials of Health/NHM Department.</li><li>• To create a pool of assessors from the existing Program Officers and BMOs and consultants of NHM.</li><li>• Facilitation of Trainings and Workshops on Supportive Supervision at District level.</li><li>• To ensure all the Assessors have been oriented and undergone trainings on Supportive supervision before they start conducting Supportive Supervision.</li><li>• To make Tour Plan for Assessors in consultation with Facility incharge, Program officers, Program Units and Civil Surgeon.</li><li>• To ensure that Supportive supervision are conducted on time.</li><li>• Any other task as assigned by the competent authority.</li></ul>



<b>Job Title - Technical Consultant (Maternal Health &amp; Family Planning)</b> <b>Consolidated Salary – Rs 65,000/- per month</b>
Based at – <b>State HQ</b> No of Vacant Positions – <b>01</b>
<b>Essential Qualifications/ Requirements -</b>
MBBS with Masters Degree/ Diploma in any of following:- Obstetrics & Gynecology/PSM/Community Medicine/MPH (with MBBS)/Health Management (with MBBS) <b>Experience –</b> Minimum 5 years of experience in any of the following related areas: <ul style="list-style-type: none"><li>• Management and/or Coordination in any Family Planning programme either in Government or NGO settings, Posting of the in service candidate shall be considered as on deputation.</li><li>• Maternal Health Programme at National / State level in either government or NGO setting</li><li>• Senior Faculty in the Department of Obstetrics and Gynaecology/ PSM (Associate Professor / Professor) in a medical college</li><li>• Served in a District Hospital as Obstetrician (Class I)</li><li>• Computer proficiency with high level of familiarity with data base management programme and commonly used packages like MS Word, Excel, and Power Point etc.</li><li>• Excellent communication and presentation skills, analytical and interpersonal abilities.</li><li>• Must be comfortable working in a collaborative environment with many partners and stakeholders.</li><li>• Preference shall be given to the candidate with experience of working with district, state and national governments</li></ul>
<b>Key Responsibilities &amp; Accountabilities -</b>
<ul style="list-style-type: none"><li>• To strengthen FRUs, MTP Services at health facilities, RTI/STI services</li><li>• To operationalise sub centre's, referral transport</li><li>• To integrate outreach RCH Services, RCH Outreach camps</li><li>• To conduct the Maternal Deaths Reviews</li><li>• To monitor the Blood Storage Units</li><li>• To assist State in formulating strategies for the quality improvement in family planning services at each level of health institution e.g. Sub-centre's, PHCs, RHs, SDHs and District Hospitals as well as for outreach based programs.</li><li>• To review and analyze reports from cases of adverse outcomes/complications in family planning services, deaths &amp; complications following sterilization, cases of conception due to failure of sterilization in the State in the state.</li><li>• To formulate strategy for effective implementation of measures for improving the quality of family planning services in the state.</li><li>• To monitor the quality improvement at each level e.g. Sub-centre's, PHCs, RHs, SDHs and District Hospitals and assess whether the essential service package is being delivered as per standards and also assess general service environment including cleanliness, infection control measures and look into aspects of client/user-provider relations.</li><li>• To visit both public and private facilities providing family planning services and safe abortion services in the state to ensure implementation of national standards.</li><li>• To periodically assess hospitals for assessing gaps; developing and implementing plans for improvement.</li><li>• To review &amp; monitor the quality of trainings under family planning at state &amp; district level and undertake follow-up of selected sample of trainees during field visits.</li><li>• To use data for action and concurrent review of the family planning programs with the aim of improving coverage.</li><li>• To facilitate capacity building of government functionaries at state/district/block level.</li><li>• To undertake such other assignments, that may be assigned from time to time.</li></ul>

<b>Job Title – Hospital Coordinator</b>
<b>Consolidated Salary (per month) – Rs 40,000/-</b>
Based at – <b>State – HQ</b>
No of Vacant Positions - <b>02</b>
<b>Essential Qualifications/ Requirements -</b>
MBBS/ BDS/ AYUSH/ Nursing/ Life Sciences/ Social Sciences graduate With PG degree/ PG Diploma in Hospital Administration/ Health Management with one year post qualification experience in Public Health/ Hospital Administration.
<b>Desirable:</b> Computer Literacy, knowledge of use of MS-Office. Knowledge of use of statistical package such as SPSS, STATA. Good Written and Oral Communication Skills in Hindi and English Ability to undertake field visits extensively
<b>Key Responsibilities &amp; Accountabilities -</b>
The above position shall be purely contractual in nature and contract shall be valid a maximum for 11 months. Renewal shall depend on the satisfactory performance of the candidate. The incumbent shall be provided a laptop and an internet connection from the SNA.
<b>Roles and Responsibility</b>
General
<ol style="list-style-type: none"><li>1. As a part of State Nodal Agency Team, the incumbent shall be responsible for contributing toward overall implementation of RSBY and MSBY in the state.</li><li>2. As a team player the incumbent shall be responsible toward the cooperation with other team members for individual and organizational growth.</li><li>3. Coordination with other stakeholders at state level, central level and district level with respect to RSBY/MSBY and other public health programs.</li></ol>
Specific
<ol style="list-style-type: none"><li>4. Liaising with hospitals working in the scheme to improve the quality of services, generate the hospital feedback and work toward solving specific issues.</li><li>5. Liaising with non-empanelled private hospitals in the scheme to get them on the board.</li><li>6. With special attention to public hospitals in the state, planning and execution of a detailed Capacity Building plan for clinical and non-clinical team of the hospitals.</li><li>7. Organizing periodic training workshops, Seminars etc. for the hospitals and document the experience.</li><li>8. Carry out research to document the standard medical practices, costing studies, incidence analysis, possible inclusion and exclusion in the medical package list and improvement of quality parameters.</li><li>9. Designing and implementation of “Exit Interviews”, “Patient Satisfaction Surveys”, and “Out of Pocket expenditure estimation” studies in the context of the scheme.</li><li>10. Work toward Primary Care Integration under RSBY and MSBY.</li></ol>
<b>11.</b> Any other relevant professional task required by State Nodal Agency.
<b>Intended Nature of Job</b>
Administrative & Coordination- 20 %
Technical- 40 %
Research & Documentation- 40 %
Frequent field visits and significant part of duty hours to be spent in empanelled public hospitals.

<b>Job Title – IEC &amp; Capacity Building Coordinator</b> <b>Consolidated Salary (per month) – Rs 40,000/-</b>
Based at – <b>State – HQ</b> No of Vacant Positions - <b>01</b>
<b>Essential Qualifications/ Requirements -</b>
Post Graduate degree/ diploma in Mass Communication from a recognized university with 03 years of post qualification experience <p style="text-align: center;">OR</p> Graduation degree in Mass Communication from recognized university with 07 years of post qualification experience in any health system areas  The candidate must have working knowledge of MS office, Corel Draw and Photoshop.
<b>Key Responsibilities &amp; Accountabilities -</b>
The above position shall be purely contractual in nature and contract shall be valid a maximum for 11 months. Renewal shall depend on the satisfactory performance of the candidate. The incumbent shall be provided a laptop and an internet connection from the SNA.
<b>Roles and Responsibility</b>
General
<ol style="list-style-type: none"><li>1. As a part of State Nodal Agency Team, the incumbent shall be responsible for contributing toward overall implementation of RSBY and MSBY in the state.</li><li>2. As a team player the incumbent shall be responsible toward the cooperation with other team members for individual and organizational growth.</li><li>3. Coordination with other stakeholders at state level, central level and district level with respect to RSBY/MSBY and other public health programs.</li></ol>
Specific:
<ol style="list-style-type: none"><li>4. Designing a suitable general strategy for Mass-Awareness campaign under the scheme. Designing suitable stakeholder specific mass-media or awareness strategies.</li><li>5. Implementation of action plan as for mass-media and IEC campaign.</li><li>6. Designing suitable BCC training module for supply side functionaries e.g. Hospitals, Administration etc.</li><li>7. Documentation and Drafting of the various observation, feedbacks, and analysis for improvement of the strategies, policy advocacy and programme implementation.</li><li>8. Monitoring and evaluation of the ongoing IEC activities.</li><li>9. Coordination with other departments to collaborate for an effective Inter-departmental IEC campaign.</li><li>10. Coordination with the other verticals within health department to ensure the integration of IEC activities with other health programs.</li><li>11. Any other relevant professional task required by State Nodal Agency.</li></ol>
<b>Intended Nature of Job</b>
Administrative & Coordination- 40 %
Technical- 30 %
Research & Documentation- 30 %

<b>Job Title – Information Technology Assistant</b> <b>Consolidated Salary (per month) – Rs 30,000/-</b>
Based at – <b>State – HQ</b> No of Vacant Positions - <b>01</b>
<b>Essential Qualifications/ Requirements -</b>
<b>Essential:</b> Master in Computer Application (MCA)/ Master of Computer Science (M.Sc - CS) from a recognized and reputed institute in full time curriculum. Correspondence degree is not accepted. <b>Experience:</b> Minimum 02 Year of relevant work experience of working in similar public projects.
<b>Desirable:</b> Prior knowledge of DBMS, Programming languages, web development and networking. Good Written and Oral Communication Skills in Hindi and English Ability to undertake field visits extensively
<b>Key Responsibilities &amp; Accountabilities -</b>
The above position shall be purely contractual in nature and contract shall be valid a maximum for 11 months. Renewal shall depend on the satisfactory performance of the candidate. The incumbent shall be provided a laptop and an internet connection from the SNA.
<b>Roles and Responsibility</b>
General
<ol style="list-style-type: none"><li>1. As a part of State Nodal Agency Team, the incumbent shall be responsible for contributing toward overall implementation of RSBY and MSBY in the state.</li><li>2. As a team player the incumbent shall be responsible toward the cooperation with other team members for individual and organizational growth.</li><li>3. Coordination with other stakeholders at state level, central level and district level with respect to RSBY/MSBY and other public health programs.</li></ol>
Specific:
<ol style="list-style-type: none"><li>4. The incumbent shall be responsible for management of various databases related to project in suitable formats.</li><li>5. The incumbent shall be responsible for development, testing and application of various IT applications required for IT infrastructure of programme.</li><li>6. Incumbent shall also be responsible for capacity building of functionaries at various level in application of the IT infrastructure.</li><li>7. Constantly review the gaps and scope of improvement in the IT platform to make it more efficient and effective.</li><li>8. Devising a suitable system to assist the analysis of various data arising the process of the project.</li><li>9. Assist in the development of the MIS to aid the evaluation and monitoring of the project.</li><li>10. Documentation of the related processes and work flow to aid in the future course of action.</li><li>11. Any other relevant professional task required by State Nodal Agency.</li></ol>
<b>Intended Nature of Job</b>
Administrative & Coordination- 10 %
Technical- 60 %
Research & Documentation- 30 %

<b>Job Title – Assistant Accountant</b> <b>Consolidated Salary (per month) – Rs 33,000/-</b>
Based at – <b>State – HQ</b> No of Vacant Positions - <b>01</b>
<b>Essential Qualifications/ Requirements -</b>
<b>Essential:</b> M. Com/ MBA (Finance) from a recognized university or institute 03 years of post qualification work experience of book keeping, budgeting, financial accounting etc. in a similar public project. <b>OR</b> Bachelor of Commerce (B. Com.) from a recognized university with 07 years of post qualification experience of book keeping, budgeting, financial accounting etc. in a similar public project. <b>Desirable:</b> Knowledge of MS Office and accounting packages like Tally. Good Written and Oral Communication Skills in Hindi and English Ability to undertake field visits extensively
<b>Key Responsibilities &amp; Accountabilities -</b>
The above position shall be purely contractual in nature and contract shall be valid a maximum for 11 months. Renewal shall depend on the satisfactory performance of the candidate. The incumbent shall be provided a laptop and an internet connection from the SNA. <b>Roles and Responsibility</b> General <ol style="list-style-type: none"><li>1. As a part of State Nodal Agency Team, the incumbent shall be responsible for contributing toward overall implementation of RSBY and MSBY in the state.</li><li>2. As a team player the incumbent shall be responsible toward the cooperation with other team members for individual and organizational growth.</li><li>3. Coordination with other stakeholders at state level, central level and district level with respect to RSBY/MSBY and other public health programs.</li></ol> Specific: <ol style="list-style-type: none"><li>4. The incumbent shall be responsible for keeping of books, ledgers and financial instruments.</li><li>5. Compilation of Statement of Expenditures and Utilization certificates.</li><li>6. Coordination with districts teams for re-imburement of funds, reconciliation of statement and other budgetary activities.</li><li>7. Assist the statutory auditors in internal and external auditing of accounts.</li><li>8. Entering all the records in accounting packages.</li><li>9. Documentation of the related processes and work flow to aid in the future course of action.</li><li>10. Any other relevant professional task required by State Nodal Agency.</li></ol>
<b>Intended Nature of Job</b> Administrative & Coordination- 100 %