

# Terms of Reference

## **Position: Regional Programme Manager**

**Reporting to Executive Director, SHSB & Additional Director – Planning, Monitoring & Evaluation, State Health Society, Bihar, Regional Deputy Director, Health.**

Place of Posting – Regional Headquarter/Districts

### **Roles and Responsibilities:**

- Provide technical and managerial assistance for implementation of the NRHM and its goals in the districts falling under that region, as may be agreed upon from time to time with State Health Society.
- Assist the ED, SHSB in all the matters relating to overall management of human and financial resources under the package of NRHM in the region.
- Set up and manage regional programme management unit.
- Analyze financial and physical progress report of all the districts in the region and take corrective measures for improving output.
- Submit regional reports and organize regional meetings for reviewing the NRHM programme in the districts.
- Support and guide District Programme Management unit of the concerned districts in the region in matters related to expenditure, releasing grant, preparation of budget etc for overall control of financial matters.
- Provide necessary support to technical consultant appointed at state and field level during their field visit in their region.
- Identify the cause of any unreasonable delay in the achievement of milestones or in the release of funds and propose corrective action.
- Regular follow up of the programs and report to concerned authority accordingly. Ensure participation of Government authorities, development partners in the process to develop operational plans and strategies, monitoring the implementation process and progress.
- Ensure Preparation of annual action plan for District under NRHM and ensure that proposed activities are implemented timely and as per the prescribed process.
- Documentation of the best practices/success stories.
- Undertake studies & budgeting and financial planning as required by the low performing districts of the region.
- Undertake field visits in the districts falling under that region.
- Undertake any other duties assigned to him by ED - SHSB and his team.

**Qualification & Experience:**

- Post graduation or higher qualification from AICTE recognized institute in Public health /Community health/ Social Sciences /Social Welfare/Rural Development/Rural Management
- At least 3 years of relevant work experience in any Health Systems areas – HR, HMIS, Planning etc preferably with government/NRHM set up.
- Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel and Power Point.
- Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English. Working knowledge of Hindi also desirable.
- Demonstrated ability to work in a multi-disciplinary team environment.
- Demonstrated experience in operationalizing health programme at field level / working in strengthening district level health systems.
- Existing District Programme Managers under NRHM may also apply.

**Position: Regional Accounts Manager****Reporting to Executive Director SHSB, Additional Director – Finance, SHSB and RPM and RDD at RPMU Level**

Place of Posting – Regional Headquarter / District

**Roles & Responsibilities:**

- Periodic auditing/checking of accounts maintained by district health society / health facilities within the region and take remedial measures for proper maintenance of accounting system. Carry out regular internal checks and coordinate with external auditors and AG/CAG for meeting audit requirements and submit audit reports as required annually.
- To establish audit & accounting systems, Procedures and internal controls on regular basis for programme funding to all the stakeholders and health facilities within the regional office.
- To implement records and reporting formats to ensure that all financial transaction and information are accurately recorded and adequately monitored for decision making and projection.
- Consolidate monthly and quarterly financial reports and variance analysis, assess the financial impact from the budget and suggest appropriate corrective actions.
- To ensure that all expenses are in conformity with established rules and regulations.

- To develop yearly financial plans and budgets, and timely disbursement of funds to all the stakeholders and health facilities within the region for the effective implementation of various programme.
- Support supervision visit within the region.
- Compile and monitor financial information of the various programme and other agencies as required.
- Undertake any other finance related duties assigned to him by reporting officer.

**Qualification and Experience:**

- CA / Post graduation or higher qualification in financial management/ICWA.
- At least 3 years of relevant work experience in any Health Financing/NRHM areas.
- Computer proficiency with high level of familiarity with commonly used packages like Tally, MS Word, Excel and Power Point.
- Demonstrated ability to work in a multi-disciplinary team environment.
- Demonstrated experience in operationalizing health programme at field level / working in strengthening regional/district level health systems.
- Existing District Accounts Managers under NRHM may also apply.

**Position: Regional Monitoring & Evaluation Officer**

**Reporting to:** Executive Director, SHSB, Deputy Director – Monitoring & Evaluation, State Health Society, Bihar and RPM & RDD at RPMU level.

Place of Posting – Regional Headquarter / Districts

**Roles & Responsibilities:**

- Responsible for supporting in overall monitoring of Program related activities including design, development, and implementation of data collection tools and information systems at regional level. (for all the concerned districts)
- Provide feedback for policy and management at regional and society level.
- Support process and impact monitoring of IEC materials, and other initiatives taken by Regional programme management unit.
- Undertake field visits to project areas for monitoring of project activities and prepares routine reports on results of visits and project progress.
- Develop Presentations; generate tables, graphs and relevant statistical data for technical review and monitoring purposes.
- Support in building capacities at Regional, District and Block level on programme planning, monitoring and reporting and their importance in programme management.

**Qualification and Experience:**

- Post graduation or higher qualification in Public health /Community health/ Social welfare/Social Science/Rural Development/Rural Management from AICTE recognized institute.
- At least 3 years of relevant work experience in any Health Systems areas – HR, HMIS, Planning etc preferably with government/NRHM set up.
- Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel and Power Point.
- Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English. Working knowledge of Hindi also desirable.
- Demonstrated ability to work in a multi-disciplinary team environment.
- Demonstrated experience in operationalizing health monitoring & evaluation programme at field level / working in strengthening district level health systems.
- Existing District Monitoring & Evaluation Officers under NRHM may also apply.

**Position: HMIS Supervisor**

**Reporting to:** Regional Programme Manager and Regional Monitoring & Evaluation Officer

Place of Posting – Regional Headquarter / Districts

**Roles & Responsibilities:**

- Responsible for supporting in overall monitoring of Program related activities including design, development, and implementation of data collection tools and information systems at regional level. (for all the concerned districts)
- Provide feedback for policy and management at regional and society level.
- Support process and impact monitoring of IEC materials, and other initiatives taken by Regional programme management unit.
- Undertake field visits to project areas for monitoring of project activities and prepares routine reports on results of visits and project progress.
- Develop Presentations; generate tables, graphs and relevant statistical data for technical review and monitoring purposes.
- Support in building capacities at Regional, District and Block level on programme planning, monitoring and reporting and their importance in programme management.

**Qualification and Experience:**

- Post graduation or higher qualification in Public health /Community health/ Social welfare/Social Science/Rural Development/Rural Management from AICTE recognized institute.
- At least 3 years of relevant work experience in any Health Systems areas – HR, HMIS, Planning etc preferably with government/NRHM set up.
- Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel and Power Point.
- Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English. Working knowledge of Hindi also desirable.
- Demonstrated ability to work in a multi-disciplinary team environment.
- Demonstrated experience in operationalizing health monitoring & evaluation programme at field level / working in strengthening district level health systems.
- Existing District Monitoring & Evaluation Officers under NRHM may also apply.

**Position: District Programme Manager****Reporting to: District Magistrate / Civil Surgeon**

Place of Posting – Any of the districts

**Roles and Responsibilities**

- Provide managerial and supportive assistance to the concerned CMO in the respective district.
- Work in close consultation with concerned CMO and other functionaries for ensuring smooth and effective implementation of the all national programmes particularly NRHM.
- Facilitate the working of the District Health Society as per the byelaws of the society.
- Create and maintain district resource database for the health sector including manpower
- The DPM would also be assigned responsible to manage the Sadar Hospital in their district. They shall report to Deputy Superintendent in this regard.
- Develop district level plans for optional allocation of resources at each facility
- Ensure timely collection and compilation of demands and their timely dispatch
- Assist the CMO in developing the district work plan based on the National and State goals.
- Ensure compilation analysis and presentation of relevant information in meaningful formats and assist the CMO in making informed decisions (MIS).

- Develop strategies plans to improve the quality of services and present to the district society for approval.
- Undertake regular monitoring of initiatives being implemented in the district and provide regular report and feedback to the District Society and SHSB Document the process approach and outcomes of the programmes on regular basis.
- Reporting to the officers as per the agreement in the contract especially -
- Keep records of all funds received by the District Health Society and release of funds to various blocks.
- Keep track of expenditure under various heads by all by all health facilities in the district.
- Shall invariably attend all health related various meeting called in the district.
- Ensure that all reports regarding various programme are sent to State Health Society, Bihar on time.
- Any of the tasks assigned by civil surgeon or District Magistrate.
- Any of the tasks given by Civil Surgeon or District Magistrate is time to time.

**Eligibility:**

- The candidate should have a Post Graduate Degree in Management (MBA) / Health Administrations/ Health Management / Social Work / Rural Management.
- 3 years of relevant post qualification experience.
- Computer proficiency with high level of familiarity with commonly used MS and database packages.
- Excellent oral and written communication & presentation skills in English, Hindi and local language.
- High initiative taking capacity and familiarity with socio-cultural and socio-economic conditions of the respective state.
- Mobility across states is desirable and candidates must be willing to relocate to contiguous districts.
- Experience of working in the NGO sector, preferably in the context of health
- Some experience of working with Government systems will be an added advantage

**Position: District Accounts Manager**

**Reporting to: Civil Surgeon & District Programme Manager**

Place of Posting – Any of the districts

## **Roles and Responsibilities**

- Managing the accounts of the Society, including grants received from State Society as well as funds mobilized from donors and or user fees / membership fees etc.
- Disbursement of funds to the implementing agencies.
- Preparation and submission of monthly/ quarterly /annual statement of expenditure (SoE) in prescribed formats.
- Ensuring adherence to laid down accounting standards as may be adopted by the Governing Body of the District Health Society.
- Ensuring timely issue and submission of UCs for the utilized funds.
- Adhering to the system for periodic Internal Audit and established accounting system.
- Implemented computerized financial MIS system.
- Ensure timely conduct of external audit.
- Established and maintain double entry system of accounting.
- Any of the task given by Civil Surgeon or District Magistrate is time to time.

## **Eligibility:**

- Post graduation or higher qualification in financial management/ICWA.
- At least 2 years of relevant work experience in any Health Financing/NRHM areas.
- Computer proficiency with high level of familiarity with commonly used packages like Tally, MS Word, Excel and Power Point.
- Demonstrated ability to work in a multi-disciplinary team environment.
- Demonstrated experience in operationalizing health programme at field level / working in strengthening regional/district level health systems.

## **Position: District Monitoring & Evaluation Officer**

**Reporting to: Civil Surgeon / District Programme Manager**

Place of Posting – Any of the districts

## **Roles and Responsibilities**

- Responsible for supporting in overall monitoring of Program related activities including design, development at district level.
- Support process and impact monitoring of IEC materials, and other initiatives taken by District programme management unit.
- Undertake field visits to project areas for monitoring and evaluation of project activities and prepares routine reports on results of visits and project progress.

- Support in building capacities at Regional, District and Block level on programme planning, monitoring and reporting and their importance in programme management.
- Responsible for data collection tools and information systems at District level.
- Ensure that a district data base is maintained and updated. The data base should include all relevant information information such as demographics, status of public and private facilities and availability of staff.
- Develop Presentations; generate tables, graphs and relevant statistical data for technical review and monitoring purposes.
- Any of the tasks given by Civil Surgeon or District Magistrate is time to time.
- Identify, in consultation with DPM priority areas for process improvement. (Maintain programme, village health plans, outreach health camps, etc.) Review current process, identify changes required, prepare proposals, obtain necessary approvals from SHSB facilitate implementation and demonstrate improvement through appropriate indicators.
- Secretariat support to District Health Society including arrangements for meetings, compilation of reports/ background papers, preparation of minutes, follow up to ensure implementation etc. Facilitate adherence to all statutory requirements in line with the MOA and Bye-laws.

**Eligibility:**

- Post graduation or higher qualification Social Science/Rural Development/Rural Management from AICTE recognized institute.
- At least 2 years of relevant work experience in any Health Systems areas – HR, HMIS, Planning etc preferably with government/NRHM set up.
- Computer proficiency with high level of familiarity with commonly used packages like Tally, MS Word, Excel and Power Point.
- Demonstrated ability to work in a multi-disciplinary team environment.
- Demonstrated experience in operationalizing health programme at field level / working in strengthening regional/district level health systems.

**Position: District Planning Coordinator.**

**Reporting to Additional Director – Planning & Monitoring Evaluation, SHSB at state level and Civil Surgeon & DPM, District Health Society at district level.**

Place of Posting – District Headquarter.

**Roles and Responsibilities**

- Coordinate with the state on behalf of the district for decentralized planning & strengthening health systems in the poor performing blocks.



- Support the DHS in preparation of the annual plan based on village level planning.
- Sensitization of the district and block authorities on the health issues involving the district and also dissemination of the district action plan to the micro level.
- Coordinate with the DHS, Civil Surgeon and other health officials in the district on behalf of the state on implementation of the programme.
- Work in close consultation with development partners, NGOS, other government departments such as PRIs etc to explore possibility for a partnership.
- Build capacities at district level for making health plans and for appraisal of plans
- Assist in supporting the district for rapid expansion of institutional capacities for in whichever way required and getting the same included in the states action plan.
- Undertake studies, budgeting and financial planning for the poor performing blocks in the districts and suggest remedial action plan for improvement.
- Provide technical assistance for implementation of the NRHM and its goals in district, as may be agreed upon from time to time with State Health Society.
- Constitute district, block & village planning teams.
- Organize planning related workshops at all levels.
- Ensure weekly reporting to AD – Planning, monitoring & evaluation, SHSB.
- To ensure that the DHS shall, within 15 days of issue of state's district annual allocations and budgeting guidelines, issue health facility wise annual and quarterly allocations and guidelines.
- Ensure uploading on the DHS website DHAP, State's annual district allocation, district's facility wise allocation and budgeting guidelines.
- Ensure timely initiation of planning exercise for subsequent financial year in consultation with AD – PME, SHSB.
- Ensure timely submission of VHAP, BHAP to District Health Society and DHAP to SHSB.
- Undertake other assignments, which may be assigned from time to time by the Executive Director or the Additional Director Planning, Monitoring & Evaluation.

**Eligibility:**

- Post graduation or higher qualification in Social Work/Social Welfare/Rural Development etc from AICTE recognized institute.
- At least 2 years of work experience in health/development sector.
- Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English and Hindi are required.
- Candidate must have experience in strategic planning.
- Ability to work in a multi-disciplinary team environment is essentially required.

- Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel and Power Point is a must.

**Position: District Community Mobilizer**

**Reporting to: Civil Surgeon/ Divisional ASHA Coordinator/ SARC**

Place of Posting – Any of the districts

**Roles and Responsibilities**

- Responsible for implementation of Asha programme in the district i.e training, support, supervision, and monitoring of payment mechanisms of programs for ASHA and community processes in the District.
- Supervise functioning of Block Community Mobilizers, and emptive supervision.
- Capacity building of Block Mobilizers and Block Trainers Team in coordination with District Trainers Team.
- Orient district and block officials on programmes for ASHA and other community processes.
- Coordinate with other govt. dept. such as; WCD, ICDS, PR Water and Sanitary, Education etc. at District level for inter sectoral coordination, and also support Block community mobilizers for inter sectoral coordination at block level.
- Support the DHS in preparation of the de centralized annual plan.
- Coordinate with DHS, Civil Surgeon and other health officials in the district on behalf of the state on implementation of the ASHA related activities such as : ASHA Sammellan/ ASHA Diwas Training and payment of ASHA incentives.
- Coordinate with DDA and District Data Centre for DATA collection and report to DHS/Divisional ASHA Coordinator/ ARC/ SHSB.

**Eligibility:**

- Post Graduate Qualification in Social Work or any Social Sciences / Health / Rural Development.
- Minimum 3 years experience in management of community health programmes with NGOs or Government or 3 years of similar experience in other community level development programmes with NGOs or Government, with at least one year experience in health programmes.
- Experience of having implemented or managed training programmes at the district level.
- Experience in monitoring and supervision of, projects/programmes with – community Health Workers / other community level workers / representatives of Panchayati Raj Institutions (PRIs)
- Experience in implementing community level projects/programmes which involve day to day collaboration between NGOs and government.

- Computer proficiency with data base management programme and commonly used packages like MS Word, Excel, power point etc.
- Strong communication and presentation skills, analytical and interpersonal abilities.
- Excellent oral and written communication skills in English and Hindi.

**Position: District Data Assistant**

**Reporting to:** District Community Mobiliser – ASHA/SARC

Place of Posting – Any of the districts

**Roles and Responsibilities**

- District level Data Assistant will assist Dist Community Mobiliser in developing and maintenance of regular reporting and database management systems on Community process particularly ASHA, VHSC programme & VHND Programme.
- Create and periodically update data base on selection drop out training and payment of incentives through advice/Bank Account to ASHAs in the district.
- Provide District PMU with data related to programmes for ASHA and community processes as required.
- Support Blocks in establishment and maintenance of regular reporting and database management systems for programmes related to ASHA and community process.

**Eligibility:**

- Bachelor's degree with knowledge and proficiency in computers.
- Computer proficiency in data base management programmes and commonly used packages like MS Word, Excel, Powerpoint and spreadsheets, is essential.
- At least 2 years of working experience in handling data base support including, analysis, management and maintenance of data resource, in a govt. or NGO program.
- Experience of providing secretarial assistance in development programs will be an added advantage.

**Position: Junior Child Health Manger**

**Reporting to Additional Director** – RCH, SHSB at state level, Civil Surgeon & DPM, District Health Society at district level and Medical Officer in charge at PHC Level.

**Place of Posting** – PHCs of Nalanda, Jehanabad and Sheikhpura District.

**Roles and Responsibilities**

- To be a part of the Block Health Management team.
- Focal point for the child and health activities in block.
- To interact with ANMs, ASHAs and MAMTAs to coordinate activities.
- To monitor and report on NIPI focus activities.
- Focal point in the BHMU for immunization activities.
- Coordinate with community for furthering child health
- Coordinate trainings.
- To perform other duties as assigned by the Medical officer in charge.

**Eligibility:**

- Graduation in Social Science, IT, BBA / MBA, from recognized University.
- One year experience in any Government / International Agency / International Donor Agency / NGO in Health.
- Proficiency in MS Office and internet will be an essential requirement. Proficiency in English and local language is essential.
- Ability to work in a multi-disciplinary team environment is essentially required.
- Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel and Power Point is a must.

**Position: Hospital Manager**

**Reporting to: Civil Surgeon and District Programme Manager at district level, AD – Infrastructure, SHSB at state level.**

Place of Posting – FRUs based in different districts

**Roles and Responsibilities**

- Plan, organize, direct, control and coordinate day to day activities of the hospital.
- Developing procedures for medical treatments, as well as ensuring quality assurance and other patient services.
- Extrapolating data for quality assurance and monitoring purposes.
- Planning and implementing strategic changes to improve service delivery.
- Managing clinical, professional, clerical and administrative staff.
- Procurement of equipment and supplies, and organizing stores.
- Active participation in hiring contractual doctors, nurses and assistant.
- Liaise with clinical and non-clinical staff in other health facility, partner organizations.
- Public relations, ensuring that the facility maintains a positive image.
- Keeping up with ever-changing medical technology, government regulations, financing options and health insurance benefits.
- Implementing new policies and directives.

**Eligibility:**

- The applicant must have a particular interest in, and commitment to, social justice, health care for poor and marginalized populations, and health service delivery in rural areas.
- Post graduation or higher qualification in Public health /Community health/ Hospital management.
- Candidates having qualification in Hospital Management must have completed an internship or volunteer work in a medical environment.
- At least 2 years of relevant work experience in any Health Systems areas – HR, HMIS, Planning etc preferably with government set up. Candidates having lesser qualification at least graduate can also apply but must have 5 or more years of relevant experience in a reputed health set up.
- Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel and Power Point.
- Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English. Working knowledge of Hindi also desirable.

**Position : Epidemiologist**

Reporting to : District Surveillance officer (IDSP) of the concerned district.

Place of Posting – District Health Society (Concerned district)

**Roles and Responsibilities**

- Organize and monitor timely collection of data from all reporting units. Administer collection, compilation and analysis of passive surveillance data not only from peripheral health institutions but also from hospitals and colleges in the district.
- Analyses surveillance data and prepare weekly surveillance graphs and charts.
- Identify outbreaks of diseases targeted in IDSP for all reporting units using triggers agreed with State and Central surveillance unit.
- Prepare and send monthly summaries of the disease situation to the State Surveillance unit and Regional Project Coordinator.
- Initiate outbreak investigations promptly following the standard operating guidelines of IDSP.
- Coordinate movement of Rapid Response Team & participate in all outbreak investigations. Ensure timely submission of FIR (First Information Report) and detailed Outbreak Report to SSU and Regional Project Coordinators.

- Prepare and timely submit annual project report and annual surveillance report for the DSU to SSU and Regional Project Coordinators.
- Support effective operational integration of disease control efforts based on the surveillance data.
- Coordinate involvement of Medical Colleges, Private sector, Community and media in surveillance activities.
- Provide regular feedback to all reporting units on disease trends and outbreaks.
- Organize, coordinate & monitor training of districts staff under IDSP.
- Identify emerging training needs at the district and revise training calendars accordingly.
- Organize dissemination of training manuals and materials for training courses.
- Assist in organizing independent evaluation studies under IDSP and its outcome.
- Supervise Data entry operators and Accountants appointed under IDSP to ensure timely
- Submission of quality information required in relation to data and Finance/Procurement matters.
- Monitor proper use of EDUSAT facility / IT networking towards data transfer, training, e-conferencing.
- Coordinate regular meetings of District Surveillance Committee and assist in inter sectoral
- Coordination for effective IDSP implementation.
- Organize regular meetings of IDSP stakeholders.
- Make supervisory visits to reporting units to monitor implementation of Project activity.
- Support District Surveillance Officers in carrying out other works related to effective implementation of IDSP.

**Eligibility:**

- Medical graduate with post graduate degree/diploma in preventive and social medicine/public health or epidemiology (such as MPH,DPH,MAE,etc)
- Any medical graduate with three years experience in epidemiology/public health

**Position: VBD Consultant**

Reporting to: State Programme Officer, Kala-Azar/Malaria, Civil Surgeon and Kala-Azar/Malaria Officer of the concerned district.

Place of Posting – District Headquarter

**Roles and Responsibilities**

- To ensure that current Programme Guidelines for planning, training, service provision, monitoring, supervision, and surveillance of Vector Borne diseases are applied in all health facilities and by all health workers concerned in the district.
- To work with State and district-level officers to establish good practices of supportive supervision in the district for the control of vector borne diseases. Conduct regular field visits for ensuring quality implementation of the programme and provide technical support to the concerned staff on site, including ongoing on-the job training and supportive supervision of MTS/KTS.
- To ensure timely data analysis, presentation and interpretation for VBD surveillance at district level.
- To supervise the VBDC logistics so as to ensure against stock-outs.
- To provide technical support to DMO and guide DMO, BMO and MTS for the preparation of district and sub-district plans for control of malaria and other vector borne diseases.
- To supervise IRS micro-planning and implementation to ensure quality and coverage.
- To actively seek involvement of District Collector, district administration NGOs, CBOs and the private sector (health and non-health) under various schemes.
- To assist the DVBD/DMO and specialized staff in development of the BCC/IEC plan for the district with special emphasis on IPC tools and innovations in BCC/IEC

### **Position: Block Accountant**

Reporting to: Medical Officer In charge of the PHC.

Place of Posting – Any of the PHCs

### **Roles and Responsibilities**

**For RCH & Routine Immunization program, Block Accountant will be responsible for the following activities:**

- Preparing & managing the cash book /accounts, general ledger, bank register/ cheque register of RCH & RI programs.
- Keeping the record of cash balance on daily basis and keep district health society updated on accounts.
- Preparing and managing cash book and ledger of Rogi Kalyan Samiti.
- Preparations of monthly bank reconciliation statement on the basis of bank pass book and cash book.
- Preparation and submission of monthly/ quarterly /annual statement of expenditure (SoE) of all National health programmes in prescribed formats by 2nd day of the month to DHS and ensure dispatch of the same from DHS to SHSB by 10th day of every month.

- Ensuring the timely and appropriate payment to beneficiaries under different programmes of NRHM.
- Ensuring timely payment to the beneficiaries of Janani Bal Suraksha Yojna & Family welfare & keeping District Health Society & State Health Society informed in case of any irregularities/ complaints.
- Sending demand letter to District Health Society duly signed by MOIC in case of fund deficit under any programme.
- Displaying the list of beneficiaries at the notice board for whom payment is due with the payment date and also ensuring timely payment.
- Sending bills of outsourcing agencies/ NGO'S/home guard etc. to DHS by 2nd day of every month so that undue delay can be avoided.
- Keeping record of the fund received from District Health Society and ensure expenditure of the same as per the guidelines.
- Work under the supervision and guidance of MOIC/ Deputy Superintendent/ Health Manager and assist the Health Manager in discharging his duties.
- Keeping in regular contact with District Health Society as and when required and ensuring pursuance of the instructions received from DHS time to time in totality.

**Eligibility:**

- Graduate in commerce along with 3 years of work experience.
- Candidate having knowledge of computer will be preferred.

**Position: Block Health Manager**

Reporting to: Medical Officer In charge of the PHC.

Place of Posting – Any of the PHCs

**Roles and responsibilities:**

- To guide and supervise the work of block accountant and ensure timeliness.
- To seek instructions from MOIC and act accordingly for achieving the goals of NRHM.
- To ensure payments of all beneficiaries under different schemes of NRHM.
- Submission of SoE to DHS by the 2nd day of every month will be his personal responsibilities.
- Cash book prepared and maintained by accountant get signed by MOIC.

**Eligibility:**

- Degree/diploma in hospital management/health management / MBA
- At least two years of work experience in health system.



## **Position: Block Community Mobilizer**

**Reporting to:** District Community Mobiliser – ASHA/SARC

Place of Posting – Any of the districts

### **Roles and responsibilities:**

- Block level organizer will assist Block medical Officer for the effective implementation of ASHA, VHSC, VHND and other related community processes activities in the block.
- Capacity building of ASHA facilitators and ASHAs (in coordination with Block level trainer's team). Review, implementation and monitoring of ASHA, VHSC, VHND and other related community processes activities.
- Coordinate for monthly meeting at PHC to discuss and sort out various issues of ASHA programme relating to incentive payment, drug kit replenishment etc
- Coordinate with other govt. department such as Health, WCD (ICDS official), Water and Sanitation Panchayati Raj education etc. at block level for inter-sectoral coordination.
- Support/guide ASHA facilitator for various coordination at village level
- Participate in the conflict resolution related to ASHA at all levels.
- Responsible for NGO coordination at block level to ensure their support for ongoing community processes.
- Submit reports on the above activities to District ASHA Coordinator

### **Roles and responsibilities:**

- Post Graduate Qualification in social Work or any Social Sciences / Health / Rural Development.
- At least 2 years experience of working in community health programmes or other development programs with a focus on community mobilization or related field activities.
- Familiarity with / working experience in, community health worker programmes / programs on empowerment of health volunteers / community health projects of NGO / program interventions on involvement of PRIs in Health projects, will be desirable.
- Experience of having worked as trainer and providing organizational / management support to training programmes is essential.
- Computer proficiency with high level of familiarity with data base management programmes and commonly used packages like Ms Word, Excel, power point etc.
- Strong communication and presentation skills, analytical and interpersonal abilities, as well as oral and written communication skills in English and Hindi.