



राज्य स्वास्थ्य समिति, बिहार

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STATE HEALTH SOCIETY BIHAR

Pariwar Kalyan Bhawan, Sheikhpura, Patna 800014



Situations Vacant :

State Health Society, Bihar registered under Indian Society Registration Act, 1860 (Reg. No-08/2005-06) was set up to provide additional managerial and technical capacity to the Dept. of Health and F.W., Govt. of Bihar for implementation of National Rural Health Mission in the State of Bihar.

Applications are invited for following posts -

- HR Cell** - 1. Personnel Officer (number- 1)
2. Assist. Manager IT (number- 1)
- Health Finance Management Group -** 1. State Health Finance Analyst (number- 1)
2. Assistant Finance Analyst (number-1)
- Mamta Intervention** - 1. Coordinator, Mamta (number-1) (preferably female)

The ToR, qualifications/ experience/ emoluments of above positions and application form available on the website of the State Health Society, Bihar (www.statehealthsocietybihar.org). Willing person who fulfill the eligibility criteria should submit his/her application, addressed to the **Executive Director, State Health Society, Bihar, Pariwar Kalyan Bhawan, Sheikhpura, Patna-800014**, containing self attested photocopies of certificate and testimonials in sealed envelope SO AS TO REACH THIS OFFICE BY 5 PM ON OR BEFORE 21ST DAY OF PUBLICATION OF THIS NOTICE IN THE NEWSPAPER. On the right top of envelope – Name of the post applied for should be mentioned in capital letters and red ink.

- Incomplete application/ application received after prescribed date and time shall not be entertained.
- The society reserves the right to postpone/cancel the appointments of one or all the posts; its decision will be final.

(Executive Director)
State Health Society, Bihar

Terms of Reference (ToR)

➤ For the Health Finance Management Group -

1. Job responsibilities:

1. Streamlining financial management practices.
2. Identification of Systemic and operational barriers in smooth flow of funds.
3. racking of NRHM/external assistance fund.
4. Data analysis.
5. Adoption of electronic accounting system (like Tally)/e-banking.
6. Regular interaction with the field functionaries, updating instructions issued by NRHM/ State Govt. relating to management of finance. Quarterly Review conferences between the State and District/Block Accounts personnel to review and improve expenditure and accounts status.
7. Skill up-gradation/training of personnel in-charge regarding disbursement of funds, expenditure reporting and maintenance of books of accounts.
8. Assist in reporting of NIPI funded project, and work closely with the NIPI State Program Unit to identify opportunities for systems strengthening.

2. Name of the assignment:

- (a) State Health Finance Analyst
- (b) Assistant Health Finance Analyst

3. Emoluments:

The salary figures should be finalized in accordance with the existing salary policy in NRHM Bihar. However, the below figures are submitted to indicate levels based on NIPI experience in other States.

- (a) State Health Finance Analyst: Between Rs. 40,000/- to Rs. 50,000/- P.M. depending upon the experience and aptitude to deliver in unstructured situation/system.
- (b) Assistant Health Finance Analyst: Rs. 25,000/- to Rs. 30,000/- P.M. depending upon the experience and aptitude to deliver in unstructured situation/system.

For both positions appropriate travel allowance should be available to ensure frequent visit to districts and blocks to build capacity at these levels.

4. Qualification and Experience:

(a) State Health Finance Analyst :

Applicant should be a Chartered Accountant, having minimum 3 years experience/ or an ICWA with minimum of 10 years of experience **with demonstrable IT based finance/account handing skills and capacity** in management of finance of societies/ public organization/ Government institutions/ Public sector/ large private institution/ audit firms.

Can creatively financial information, assemble spreadsheet and draw charts and drafts, prepare expenditure plan, monitor expenditure pattern/ prepare report, organize training and interactions with persons in-charge of incurring expenditure, maintain the account and report the expenditure to DHS/State Health Society, Bihar.

She/he must be proficient in developing a financial management information system using latest information technology.

(b) Assistant Health Finance Analyst :

Applicant should have passed ICWA/Inter exam from Institute of Chartered Accountant of India, must have completed Articles training,

She/he should be proficient in, and working with latest financial management information system using, information technology. Knowledge of Income Tax Act etc. will be useful. Minimum 3-5 years experience, preference will be given to those who have worked in Govt./Semi Govt. System.

5. Terms of Appointment:

- (a) Contractual appointment for one year, likely to continue based on performance review from the reporting authority and availability of funds.
- (b) Stationed at Patna.
- (c) Frequent visit to districts and, at times, to PHCs.
- (d) Renewal of contract will depend upon performance appraisal.
- (e) Performance yard stick: smooth flow of fund, maximum utilization of grants/ funds, least audit objections, ability to use and propagate IT based financial system at State and District levels.

6. Employer:

The personnel will be employed by NRHM/State Health Society, Bihar through funds from Norway-India Partnership Initiative-NIPI-UNOPS. **NIPI offer to support both positions for one year, and then continue to support the assistant Finance Analyst position for one more year after that, provided that the SHSB takes over responsibility for the State Health Finance Analyst.**

The recruited persons will report to ED/Principal Secretary, Health as part of the State NRHM finance Management Group.

➤ **For the post of Personnel Officer :**

- He will be an MBA in HR from a recognized institute with minimum 5-10 years of experience in HR work in Central/ State Public undertakings/ Govt. sector, with proficiency in e-process, career progression and research analysis of performance/ identification of constraints in performance.
- Emoluments: From Rs. 40,000/- to Rs. 50,000/- per month (consolidated) depending upon the suitability and expertise of the candidate. However, he will be entitled of TA/DA for official visits as per the norms of the Society.
- Age: Maximum age limit- 40 years as on 1st Jan. 2010.
- **Job responsibility:**
 - I. To convert and maintain all personnel data of Health Sector [starting with Contractual positions] through an E-Process.
 - II. To fill up the positions (of professionals and Para medicals) in time.
 - III. Advance planning for future vacancies.
 - IV. Career progression Research and analysis of performance/ identification of constraints in performance.
- Period of contract: One year, extendible up to three years.
- Maintain close and direct link with all the District Health Societies.
- The HR Cell will work under overall supervision of Administrative Officer, State Health Society, Bihar.

➤ **For the post of Assist. Manager IT :**

- He will be an MCA or having a requisite IT qualification, should have proficiency to maintain all personal data of health sector through an e-process and research and analysis of performance of employees.
- Emolument: Rs. 25,000/- per month (consolidated); However, he will be entitled of TA/DA for official visits as per the norms of the Society.
- Age: Maximum age limit- 30 years as on 1st Jan. 2010.
- Job responsibility: To assist the Administrative Officer and the Personnel officer in computerization the whole HR data and process, maintain all personnel data through an e-process, research and analysis of performance of employees and any other work assigned by his superiors relating to Personnel Management.
- Period of contract: One year, extendible up to three years.

➤ **For the post of Coordinator, Mamta :**

- **Eligibility :**
 - I. He/She should be an MBA from a recognized institution with minimum 5 years of experience of working in Health Sector, particularly MCH/RCH at the field level.
 - II. Proficient with Data Based Management Programme and commonly used packages like- MS Word, Excel, PowerPoint etc.
 - III. Proficient in communication and presentation skills.
- **Age :** Minimum 22 Yrs., Maximum 35 Yrs. on 1st January 2010.
- **Compensation :** Rs. 20,000/- P.M., Traveling Allowances – as per rules of SHSB, Patna.
- **Tenure of Contract :** 1 year, likely to be extended on the basis of performance and support from donor agency.
- **Location :** State Health Society, Bihar, Patna.
- **Job responsibility :**
 - I. Responsible for effective implementation and monitoring of Mamta intervention – Selection, Training, Support, Supervision, timely payment of incentive, skill up gradation and career progression of Mamta and Dy. Child Health Supervisor.
 - II. Will conduct field visit as per the direction of superiors.
 - III. Coordinate with District Health Society, NIPI and State Health Society, Bihar.
 - IV. Prepare Monthly/Half yearly/Annual progress report on retention of baby and mother in facility.
 - V. Prepare Action Plan and suggest initiatives to augment the performance.
 - VI. Will work under the supervision of ASHA Coordinator, State Health Society, Bihar.

Application form

1. Name of the post applied for :
2. Name of the Candidate (in Capital letters):
3. Date of birth:
4. Age as on 1st Jan. 2010:
5. Father's Name :
6. Present postal address (E-mail ID, telephone inclusive):

Photograph with
signature
4cmx5cm

7. Permanent address (E-mail ID, telephone inclusive):

8. Educational Qualifications (starting from matriculation examination):

S. No.	Name of Examination	Class	Board/University	Subject of studies	% of marks	Grade
1						
2						
3						
4						

9. Experience, if any; start from most recent:

S. No.	Name and address of the employer	Designation and responsibility	Duration
1			
2			

10. Special claim to the post, if any:

Date:
Place:

Signature of the candidate
Name: