



State Health Society, Bihar

Pariwar Kalyan Bhawan, Sheikhpura, Patna-14



Inviting applications for the various post under Regional Programme Management Unit (RPMU) & Integrated Disease Surveillance Project (IDSP)

State Health Society, Bihar under National Rural Health Mission is inviting applications from suitable career oriented professionals for the following post on contractual basis for Regional Programme Management Unit (RPMU) & Integrated Disease Surveillance Project (IDSP) :

Sl. No.	Name of the posts	No. of Vacancy		Salary (PM) in Rs.
Regional Programme Management Unit (RPMU)				
1.	Regional Programme Manager	Unreserved	- 01	43,000/-
2.	Regional Accounts Manager	Unreserved SC	- 04 - 01	35,000/-
3.	Regional Monitoring & Evaluation Officer	Unreserved EBC SC	- 01 - 01 - 01	30,000/-
4.	HMIS Supervisor	Unreserved	- 01	12,000/-
Integrated Disease Surveillance Project (IDSP)				
5.	Epidemiologist (at State HQS)	Unreserved	- 01	35,000/-
6.	Epidemiologist (at District HQS)	Unreserved EBC SC BC BC (F)	- 04 - 04 - 06 - 01 - 01	30,000/-
7.	Microbiologist	EBC	- 01	30,000/-
8.	Data Manager (at District HQS)	Unreserved EBC SC BC (F)	- 05 - 02 - 05 - 01	13,500/-

General Condition:

1. Maximum age limit 45 years (as on 30.6.11).
2. Specific work experience in relevant field may be indicated in application.
3. The recruitment will be on contract basis for a period of 3 yrs which may be renewed every year based on performance & conduct of the consultant.
4. Reservation Roaster will be applicable as per Bihar Govt. Norms
5. Application fees for the posts above is Rs. 500/- for applicants under General category, fee for OBC and SC/ST candidates would be Rs. 300/- and 250/- respectively for each of the positions.
6. Candidate applying for more than one position have to submit application fee for each of the positions separately.
7. No application will be accepted without submission of application fee.
8. Original Bank Draft (Application Fee) drawn on any nationalized bank and payable at Patna favoring "State Health Society , Bihar" should be sent along with application form to Executive Director, State Health Society, Bihar, Pariwar Kalyan Bhawan, Sheikhpura, Patna 800014.
9. Only short listed candidates will be called for interview.
10. No TA/DA will be given for attending the interview for any position.
11. The society reserves the right to cancel any or all the positions mentioned above.

12. Application in the prescribed format and complete in all respect must be sent to Executive Director, State Health Society, Bihar, Pariwar Kalyan Bhawan, Sheikhpura, Patna 800014 containing self attested photocopies of certificate and testimonials in sealed envelope by speed/registered post on or before **31/07/2011 at 5 pm**. The name of the post applied for must be mentioned on the top of the envelope.
13. Terms of Reference (ToR), qualifications/ experience/ emoluments of above positions and application form available on the official website www.statehealthsocietybihar.org.

Applications should be sent in prescribed format available on the above mentioned website clearly mentioning the position applied. Applications in other format will not be accepted.

**Executive Director
State Health Society Bihar**

Terms of Reference (ToR)

REGIONAL PROGRAMME MANAGEMENT UNIT

1. 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

No. of Position – 1

Category – Unreserved

Roles and Responsibilities:

1. 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.
2. 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.
3. Set up and manage regional programme management unit.
4. Analyze financial and physical progress report of all the districts in the region and take corrective measures for improving output.
5. Submit regional reports and organize regional meetings for reviewing the NRHM programme in the districts.
6. 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.
7. Provide necessary support to technical consultant appointed at state and field level during their field visit in their region.
8. Identify the cause of any unreasonable delay in the achievement of milestones or in the release of funds and propose corrective action.
9. 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.
10. Ensure Preparation of annual action plan for District under NRHM and ensure that proposed activities are implemented timely and as per the prescribed process.
11. Documentation of the best practices/success stories.
12. Undertake studies & budgeting and financial planning as required by the low performing districts of the region.
13. Undertake field visits in the districts falling under that region.
14. 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.

Age - Maximum age limit 45 years (As on 30.6.2011).

Salary : Rs. 43,000/- (Rupees Forty three thousand only) per month consolidated.

2. 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

No. of Position – 5

Category – Unreserved – 4, SC - 1

Roles & Responsibilities:

1. 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.
2. 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.
3. 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.
4. Consolidate monthly and quarterly financial reports and variance analysis, assess the financial impact from the budget and suggest appropriate corrective actions.
5. To ensure that all expenses are in conformity with established rules and regulations.
6. 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.
7. Support supervision visit within the region.
8. Compile and monitor financial information of the various programme and other agencies as required.
9. 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.

Age - Maximum age limit 45 years (As on 30.6.2011).

Salary : Rs. 35,000/- (Rupees Thirty five thousand only) per month consolidated.

3. Position: Regional Monitoring & Evaluation Officer

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

Place of Posting – Regional Headquarter / Districts

No. of Position – 3

Category – UR – 1, EBC-1, SC-1

Roles & Responsibilities:

1. 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)
2. Provide feedback for policy and management at regional and society level.
3. Support process and impact monitoring of IEC materials, and other initiatives taken by Regional programme management unit.
4. Undertake field visits to project areas for monitoring of project activities and prepares routine reports on results of visits and project progress.
5. Develop Presentations; generate tables, graphs and relevant statistical data for technical review and monitoring purposes.
6. 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.

Age - Maximum age limit 45 years (As on 30.6.2011).

Salary : Rs. 30,000/- (Rupees Thirty thousand only) per month consolidated.

4. Position: HMIS Supervisor

Reporting to : Regional Programme Manager, Regional Monitoring & Evaluation Officer.

Place of posting : Regional Headquarter & districts

Number of Position: 1 (Unreserve)

Roles and Responsibilities:

1. Supervision of HMIS data flow at the Regional level.
2. To compile HMIS reports, data entry and analysis and giving feedbacks to the health facilities and Regional Programme Management Unit.
3. Preparing monthly and quarterly HMIS reports at Regional level.
4. Collecting the monthly HMIS reports from health facilities.
5. Assisting regional monitoring & evaluation officer in his / her functioning and for setting and implementing indicators and targets.
6. Conducting HMIS initial or refresher training for the district / block level employees under NRHM based on the need of the programme.
7. Undertake field visits pertaining to his / her region.

Eligibility:

- Graduate in Computer application /information system.
- 2 years of relevant experience in management of MIS system
- Some experience of working with Health management System would be preferred for this position.
- Good communication and presentation skills, analytical and interpersonal abilities, along with working knowledge of Hindi also desirable.

Age - Maximum age limit 45 years (As on 30.6.2011).

Salary : Rs.12, 000/- (Rupees Twelve Thousand only) per month.

Integrated Disease Surveillance Project (IDSP)

5. Epidemiologist (at State HQS)

Reporting to State Surveillance officer (IDSP), SHS, Bihar.

Place of Posting – State Health Society, Bihar, Patna

No. of Position – 1

Category – Unreserved

- **Objective of the assignment :**

- a) Provide technical support to State Surveillance Officer to implement IDSP and ensure operational continuity for the program.
- b) Provide oversight for data collation, reporting, analysis and local action including outbreak investigation. Administer collection, compilation and analysis of passive surveillance data not only from peripheral health institutions but also from hospitals and colleges in the district.
- c) Organize Rapid Response Teams for undertaking prompt outbreak investigations. Feedback to lower level institutions on reporting, trends and outbreak. Local media monitoring.
- d) Support capacity building by organizing training for state IDSP staff, monitoring training impact on the field and assessing emerging training needs.
- e) Liaison with other departments that have relevance to disease surveillance (Animal Husbandry, Women and Child Welfare, Panchayat Raj etc.) and Organize activities to strengthen partnerships with Medical Colleges, NGO sector & Private sector in disease surveillance and control of diseases. Monthly reviews and compilation of periodic reports and plans under the project.
- f) Support the organization of annual state dissemination meetings on disease surveillance and preparation of “state annual disease surveillance report” by January every year.
- g) Provide technical support for National Vector Borne Diseases Program (NVBDCP) through supporting fever surveillance and oversight for the line listing of vector borne diseases.

- **Job Responsibilities :-**

1. Organize and monitor timely collection of data from all reporting districts. Administer collection, compilation and analysis of passive surveillance data not only from peripheral health institutions but also from hospitals and colleges in the State.
2. Analyses surveillance data and prepare weekly surveillance graphs and charts.
3. Identify outbreaks of diseases targeted in IDSP for all reporting districts using triggers agreed with Central surveillance unit.
4. Collect monthly summaries of the disease situation from the district surveillance units.
5. Prepare and send monthly summaries of the disease situation to the Central Surveillance unit and Regional Project Coordinator.
6. Initiate outbreak investigations promptly following the standard operating guidelines of IDSP.
7. Coordinate movement of Rapid Response Team & participate in all outbreak investigations.
8. Ensure timely submission of FIR(First Information Report) and detailed Outbreak Report to SSU/CSU and Regional Project Coordinators.
9. Ensure timely submission of annual project report and annual surveillance report of DSUs, prepare and timely submit annual project report and annual surveillance report for the SSU to CSU and Regional Project Coordinators.
10. Support effective operational integration of disease control efforts based on the surveillance data.
11. Coordinate involvement of Medical Colleges, Private sector, Community and media in surveillance activities.
12. Provide regular feedback to all reporting districts on disease trends and outbreaks.
13. Organize, coordinate & monitor training of state/district staff under IDSP.
14. Identify emerging training needs at the state/district and revise training calendars accordingly.
15. Organize dissemination of training manuals and materials for training courses.
16. Assist in organizing independent evaluation studies under IDSP and its outcome.
17. Supervise Data Manager and Consultant Finance/Procurement appointed under IDSP to ensure timely submission of quality information required in relation to data and Finance/Procurement matters.
18. Monitor proper use of EDUSAT facility / IT networking towards data transfer, training, e-conferencing.

19. Coordinate regular meetings of State/District Surveillance Committee and assist in inter-sectoral coordination for effective IDSP implementation.
20. Organize regular meetings of IDSP stakeholders.
21. Make supervisory visits to DSUs to monitor implementation of Project activity.
22. Support State Surveillance Officers in carrying out other works related to effective implementation of IDSP.

- **Qualification/Experience:**

" Medical Graduate (MBBS) with Post Graduate Degree/Diploma in Preventive and Social Medicine/Public Health or Epidemiology (such as MD, MPH, DPH, MAE etc.)

Or

Any Medical Graduate (MBBS) with 3 years experience in Epidemiology/Public Health.

Or

M.Sc. in Life Sciences with 2 years MPH (Masters in Public Health) with three years experience.

Or

M.Sc. (Epidemiology) with 2 years experience in Public Health."

- **Age:** Maximum 45 years (As on 30.6.11)
- **Salary:** Rs. 35,000/- (Rupees Thirty five thousand only) per month consolidated.

6. Epidemiologist at District HQS

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

Place of Posting – District Health Society (Concerned district)

No. of Position – 16

Category – UR – 4, EBC-4, SC- 6, BC- 1, BC (F) -1

- **Objective of the assignment :**

- a) Provide technical support to District Surveillance Officer to implement IDSP and ensure operational continuity for the program.
- b) Provide oversight for data collation, reporting, analysis and local action including outbreak investigation. Administer collection, compilation and analysis of passive surveillance data not only from peripheral health institutions but also from hospitals and colleges in the district.
- c) Organize Rapid Response Teams for undertaking prompt outbreak investigations. Feedback to lower level institutions on reporting, trends and outbreak. Local media monitoring.
- d) Support capacity building by organizing training for state IDSP staff, monitoring training impact on the field and assessing emerging training needs.
- e) Liaison with other departments that have relevance to disease surveillance (Animal Husbandry, Women and Child Welfare, Panchayat Raj etc.) and Organize activities to strengthen partnerships with Medical Colleges, NGO sector & Private sector in disease surveillance and control of diseases. Monthly reviews and compilation of periodic reports and plans under the project.
- f) Support the organization of annual state dissemination meetings on disease surveillance and preparation of "district annual disease surveillance report" by December every year.
- g) Provide technical support for National Vector Borne Diseases Program (NVBDCP) through supporting fever surveillance and oversight for the line listing of vector borne diseases.

- **Job Responsibilities**

1. 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.
2. Analyses surveillance data and prepare weekly surveillance graphs and charts.
3. Identify outbreaks of diseases targeted in IDSP for all reporting units using triggers agreed with State and Central surveillance unit.
4. Prepare and send monthly summaries of the disease situation to the State Surveillance unit and Regional Project Coordinator.
5. Initiate outbreak investigations promptly following the standard operating guidelines of IDSP.
6. Coordinate movement of Rapid Response Team & participate in all outbreak investigations.
7. Ensure timely submission of FIR (First Information Report) and detailed Outbreak Report to SSU and Regional Project Coordinators.

8. Prepare and timely submit annual project report and annual surveillance report for the DSU to SSU and Regional Project Coordinators.
9. Support effective operational integration of disease control efforts based on the surveillance data.
10. Coordinate involvement of Medical Colleges, Private sector, Community and media in surveillance activities.
11. Provide regular feedback to all reporting units on disease trends and outbreaks.
12. Organize, coordinate & monitor training of districts staff under IDSP.
13. Identify emerging training needs at the district and revise training calendars accordingly.
14. Organize dissemination of training manuals and materials for training courses.
15. Assist in organizing independent evaluation studies under IDSP and its outcome.
16. 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.
17. Monitor proper use of EDUSAT facility / IT networking towards data transfer, training, e-conferencing.
18. Coordinate regular meetings of District Surveillance Committee and assist in intersectoral coordination for effective IDSP implementation.
19. Organize regular meetings of IDSP stakeholders.
20. Make supervisory visits to reporting units to monitor implementation of Project activity.
21. Support District Surveillance Officers in carrying out other works related to effective implementation of IDSP.

- **Qualification:**

" Medical Graduate (MBBS) with Post Graduate Degree/Diploma in Preventive and Social Medicine/Public Health or Epidemiology (such as MD, MPH, DPH, MAE etc.)

Or

Any Medical Graduate (MBBS) with 3 years experience in Epidemiology/Public Health.

Or

M.Sc. in Life Sciences with 2 years MPH (Masters in Public Health) with three years experience.

Or

- M.Sc. (Epidemiology) with 2 years experience in Public Health

Age: Maximum 45 years (As on 30.6.11)

Salary: Rs. 30,000/- (Rupees Thirty thousand only) per month consolidated.

7. **Microbiologist at District HQS**

Reporting to District Surveillance officer (IDSP), SHS, Bihar.

Place of Posting – Identified District Priority Lab (PMCH/Medical College)

No. of Position – 1

Category – EBC

- **Objective of the assignment:**

The main objectives of the assignment are to :

- a. Provide technical support to District Public Health Laboratories being strengthened under Integrated Disease Surveillance Project.
- b. Provide oversight for lower level laboratories.
- c. Ensure that laboratory investigations are promptly undertaken when diseases of public health importance are reported/suspected.
- d. Impart training for laboratory technicians and implement internal and external quality assurance ; and
- e. Liaise with medical college, private and other related sectors on issues related to laboratory diagnosis of outbreak prone diseases.

- **Job Responsibilities:**

1. Undertake /guide technicians for laboratory investigations of diseases of public health importance.
2. Facilitate capacity building of laboratory technicians by organizing training programs.
3. Periodically assess training needs of laboratory technicians/assistance and organize relevant training programs with support from local medical colleges/L2 laboratories.
4. Ensure implementation of Standard Operating Procedures (SOP) for laboratory techniques developed by IDSP.
5. Ensure implementation of guidelines for Biomedical Waste Management developed under IDSP based on existing rules.

6. Timely submission of monthly status report on laboratory tests carried out in assigned laboratories to SSU,CSU (National Lab Coordinator) and Regional Project Coordinator.
7. Participate in epidemic investigations as member of Rapid Response Team.
8. Carry out Internal Quality Assurance of L1 laboratories and monitor implementation of External Quality Assurance.
9. Assist in procurement of laboratory equipment and consumable items for laboratories.
10. Coordinate with medical college laboratories and private laboratories in the district participating in disease surveillance.
11. Provide support for sample collection and transport of specimen from DPHL , Medical College Laboratories and Private laboratories to State level laboratories.
12. Make supervisory visit to the L1 & L2 laboratories to review the progress of project activity.
13. Organize regular meetings of various stake holders involved in laboratory strengthening at the state.
14. Organize baseline assessments of district public health laboratories ; prepare a consolidated report for state level action for laboratories identified to be strengthened and timely submission of the same to SSU .
15. Support district surveillance unit in other works related to effective implementation of IDSP.

- **Qualification:**

In order of preference either of the below

- 1) Medical graduate with post graduate degree/diploma (preferably in Microbiology, Virology, Pathology and other lab sciences)
- 2) Any medical graduate with 2 years experience in clinical laboratory sciences
- 3) M.Sc. in Medical Microbiology with one year experience in clinical laboratory services.

- **Experience:**

1. Minimum 2 Years relevant experience in Medical Microbiology
2. 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.

- **Age:** Maximum 45 years (As on 30.6.11)

- **Salary:** Rs. 30,000/- (Rupees Thirty thousand only) per month consolidated.

8. **Data Manager at District HQS**

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

Place of Posting – District Health Society of the concerned district

No. of Position – 13

Category – UR – 5, EBC – 2, SC – 5, BC (F) - 1

- **Job Responsibilities :**

1. To assist State Surveillance Officer/District Surveillance Officer and other officials in carrying out the IDSP activities.
2. Supervise functioning of MIS unit of Integratwe4d Disease Surveillance Project and IDSP Portal.
3. Supervise functioning of Data Entry operators.
4. Organize information received from District Surveillance Units.
5. Preparation of reports required under the project.
6. Organize maintenance of IT hardware, software and WAN.
7. Supervise and maintain EDUSAT/VPN Network for Video Conferencing and Data Transference.
8. Monitoring of 1075 connectivity in State/Districts.
9. Familiarize and operate VC equipment, undertake preventive maintenance and trouble shooting for small problems, and coordinate with service providers for major breakdowns.
10. Analyze S,P,L date for time/place in spreadsheet for identifying Rising Trend of Disease over time / Early Warning Signals.
11. Prepare Periodic and Annual Reports.

- **Qualification & Experience:**

Post Graduate Qualification in Computer Science or BE in IT/Electronics, with minimum 3 years experience. Preference will be given to those who have worked in health or social sector.

Age: Maximum 45 years (As on 30.6.11)

Salary: Rs. 13,500/- (Rupees Thirteen thousand five hundred only) per month consolidated.

General Condition:

1. Maximum age limit 45 years (as on 30.6.11).
2. Specific work experience in relevant field may be indicated in application.
3. The recruitment will be on contract basis for a period of 3 yrs which may be renewed every year based on performance & conduct of the consultant.
4. Reservation Roaster will be applicable as per Bihar Govt. Norms
5. Application fees for the posts above is Rs. 500/- for applicants under General category, fee for OBC and SC/ST candidates would be Rs. 300/- and 250/- respectively for each of the positions.
6. Candidate applying for more than one position have to submit application fee for each of the positions separately.
7. No application will be accepted without submission of application fee.
8. Original Bank Draft (Application Fee) drawn on any nationalized bank and payable at Patna favoring "State Health Society , Bihar" should be sent along with application form to Executive Director, State Health Society, Bihar, Pariwar Kalyan Bhawan, Sheikhpura, Patna 800014.
9. Only short listed candidates will be called for interview.
10. No TA/DA will be given for attending the interview for any position.
11. The society reserves the right to cancel any or all the positions mentioned above.
12. Application in the prescribed format and complete in all respect must be sent to Executive Director, State Health Society, Bihar, Pariwar Kalyan Bhawan, Sheikhpura, Patna 800014 containing self attested photocopies of certificate and testimonials in sealed envelope by speed/registered post on or before **31/07/2011 at 5 pm**. The name of the post applied for must be mentioned on the top of the envelope.
13. Terms of Reference (ToR), qualifications/ experience/ emoluments of above positions and application form available on the official website www.statehealthsocietybihar.org.

Applications should be sent in prescribed format available on the above mentioned website clearly mentioning the position applied. Applications in other format will not be accepted.

**Executive Director
State Health Society, Bihar**