

Department of Health, Govt. of Bihar
DFID supported SWASTH Programme
Invites application for positions

Background

Govt. of Bihar (GoB) has recently launched Bihar Health Sector Reform Program (SWASTH) (2009-10 to 2014-15) with goal to improve the health and nutritional status of people in the state. The purpose of the program is to increase access to better quality health, nutrition, and water and sanitation services for underserved groups.

Given the scale and nature of interventions envisaged under SWASTH, it is imperative that a PPP and budget cell be set up within the department/SHSB to manage and oversee the health related interventions on a day-to-day basis. To be truly effective, these units would need to be properly manned and functionally empowered to take critical operational and financial decisions. With this in view the State Health Society, Bihar invites applications from suitable candidates for following positions:

Sl. No.	Post	Number of vacancy	Category	Age Limit	Consolidated Salary (Per Month)
1.	Technical Advisor –RCH & Public Health	1	UR	50 Yrs	65000/-
2.	Finance Expert	1	UR	50 Yrs	50,000/-
3.	Senior Advisor - PPP	1	UR	50 Yrs	50,000/-
4.	Procurement Expert	1	UR	45 Yrs	45000/-
5.	Bio Medical Engineering Expert	1	UR	40 Yrs	45,000/-
6.	Senior Consultant (Finance)	1	UR	50 Yrs	45,000/-
7.	Legal Expert	1	UR	40 Yrs	45,000/-
8.	Bio Medical / Hospital Waste Management Expert	1	UR	45 Yrs	45,000/-
9.	Finance Analyst	4	General-2, EBC-1, SC-1	45 Yrs	35,000/-

For detailed information of all the positions please visit: www.indiahealthtast.org, www.statehealthsocietybihar.org

General Condition:

1. The recruitment will be on contractual basis for a period of 3 years which will be renewed every year based on performance.
2. The department reserves the right to cancel any or all the positions mentioned above without assigning reasons.
3. Please visit www.indiahealthtast.org or www.statehealthsocietybihar.org for detailed advertisement including Job Profiles, eligibility criteria and other conditions for positions mentioned above.
4. Candidates have to apply online. To apply online please email your application to swasth.health@gmail.com by **29.05.2012**.
5. Post applied for must be mentioned in the subject line of the mail.
6. Application must be sent in prescribed format which can be downloaded from the web site www.indiatat.org
7. Applications received in other than prescribed format will not be accepted.
8. Only short listed candidates will be called for Test/interview. Original educational certificates and other testimonials must be carried at the time of interview.
9. No TA/DA will be given for attending the Test/ interview for any position.

Executive Director
State Health Society, Bihar

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Given the scale and nature of interventions envisaged under SWASTH, it is imperative that a PPP and budget cell be set up within the department/SHSB to manage and oversee the health related interventions on a day-to-day basis. To be truly effective, these units would need to be properly manned and functionally empowered to take critical operational and financial decisions. With this in view the State Health Society, Bihar invites applications from suitable candidates for following positions:

- 1. Position: Technical Advisor – RCH & Public Health**
Reporting to the Additional Director-RCH, SHSB
Place of Posting – Patna
No. of Position – 1
Category – Open

The Technical Advisor – RCH & Public Health is a senior advisory level position and reports directly to the Additional Director – RCH based at SHSB. The selected candidate needs to work closely with BTAST for implementation of SWASTH programme.

DUTIES and RESPONSIBILITIES

Technical Advisor's (RCH & Public Health) primary duties and responsibilities will include but not be restricted to:

- Lead the SHS and SWASTH efforts on planning and implementation of all activities that would lead to the increased scale and functionality of health, nutrition and sanitation services in the State of Bihar
- Assist in the development of short, medium and long term action plans relevant to the goals and objectives of the SWASTH program
- Ensure the timely and cost-effective implementation of the plans especially in increasing the scale and functionality of health, nutrition and sanitation services – including, but not restricted to:
- Implementation of the Essential Health Services Package (EHSP) across all levels of public health facilities in Bihar.
- Provide inputs for the upgradation of hospitals in Bihar with special focus on providing preventative and curative care for common public health ailments
- Oversee the implementation of hospital upgradation plans

- Provide inputs for development of Standard Treatment Protocols (STPs) – especially for the prevalent communicable diseases - and ensure that the STPs are properly understood and implemented by relevant health care staffs across all levels of public health facilities in Bihar
- Develop (where not available) / strengthen (where available) appropriate monitoring mechanisms for prevalent public health issues and assist in the implementation of processes that would generate, capture and analyze relevant data in the timely and cost effective manner
- Plan and oversee the implementation of Randomized Control Trials (RCTs) to assess feasibility of adopting innovative solutions for prevalent public health challenges
- Assist in the development of appropriate mechanisms and processes to monitor the timely, efficient and effective implementation of the action plans
- Work in close partnership with the BTAST team as well as other governmental departments, development partners, research and academic institutions and private sector organizations to ensure the meeting of SWASTH goals
- Prepare research briefs, white papers and position papers from time to time on the public health situation in Bihar and elsewhere in the country and abroad
- Assist in regularly identifying improvement opportunities in public health delivery systems in Bihar and ensure timely and relevant action to meet the opportunities.

REQUIRED SKILLS AND EXPERIENCE

- S/he should have at least 10 years of experience in the field of public health management of which the last 3-5 should have been spent in senior managerial / advisory levels
- S/he should be hold a MBBS degree from a reputed medical college in India with an MD in Preventive and Social Medicine (PSM) or have Post Graduate qualifications in Public Health Management from a reputed university in India or abroad. Candidates holding a Ph.D in Public Health would be preferred.
- Should possess strong managerial and leadership skills.
- Must have effective decision making abilities, possess excellent communication skills, be a creative problem solver and have the ability to multi-task.

2. Position: Senior Advisor PPP

Reporting to the Principal Secretary/ Secretary - Health/ED- SHSB

Place of Posting – Patna

No. of Position – 1

Category – Open

The post of “Senior Advisor, PPP” is a senior level advisory post. The Senior Advisor PPP will be the head of the PPP Cell and will report directly to the Principal Secretary/ Secretary - Health/ED- SHSB. S/he will be required to advise and work closely with the Principal Secretary, Department of Health and Family Welfare, Government of Bihar / Executive

Director SHSB or an officer designated by the Principal Secretary/Executive Director on PPP issues in the health sector. S/he needs to work in close coordination with BTAST for implementation of SWASTH Programme.

DUTIES and RESPONSIBILITIES

The duties and responsibilities of the Senior PPP Advisor will include, but not be restricted to:

- Lead and facilitate the development of a comprehensive PPP strategy for the state aimed at expanding the scope and scale of private participation and investments in the health sector in Bihar.
- Liaise with the national and state government and development partners to mobilize technical, managerial and financial support for implementation of the PPP strategy and action plans
- Lead and facilitate the development of appropriate regulatory mechanisms and guidelines for the smooth implementation of PPP projects in the health sector
- Guide the development of guidelines, protocols and mechanisms for PPP service agreements for different areas in the health sector (including, (legally tenable) guidelines for different PPP models including *inter alia* development of templates for Expression of Interest, Terms of Reference, Tender, Memorandum of Understanding (contract agreement with clauses), criteria for private partner selection, costing of services, tariff fixation, payment modalities, performance and quality indicators, outcome indicators, renewal of contract, grievance and disputes resolution mechanism, obligations of the public sector and the private sector partners, grievance handling system, exit options, legal obligations, etc.)
- Overall supervisory responsibility for mechanisms established to monitor financing and expenditure practices of PPP service agreements in the health sector in Bihar.
- Develop and maintain relationships with private sector organizations / agencies / institutions interested in partnering with the government to ensure better, more affordable, more equitable health services for the people of Bihar
- Lead the state's efforts in creating / participating in appropriate fora and platforms for dialogue, discussions and knowledge sharing / dissemination on PPP activities in the health sector within and outside India.

REQUIRED SKILLS AND EXPERIENCE

- The Senior Advisor, PPP should have a post graduate degree from any recognized university in India or abroad in the area economics / finance / business management / public policy. Candidates having additional qualifications in law will be given preference.
- Retired BAS officials (up to 65 years of age) not below the rank of Joint Secretary may also apply.
- Applicants having at least 10 years experience of working with the national or state governments / management consulting firms / legal firms in the areas of public

health / infrastructure / public financial management / procurement will be given preference. Experience in PPP policy formulation at the national or state level, strategic planning, project evaluation, design and procurement is required.

- The Senior PPP Advisor must have proven experience and knowledge of executing and designing Public Private Partnership programmes and projects in a developing country environment with a minimum 5 years of experience in this area
- The ideal candidate should possess excellent managerial and leadership skills.

3. Position: Legal Expert- PPP

Reporting to the Senior Advisor-PPP

Place of Posting – Patna

No. of Position – 1

Category – Open

The post of “Legal Expert” is a mid-level advisory post. The Legal Expert will report directly to the Senior Advisor, PPP Cell and work in close co-ordination with the government counterparts on PPP issues and BTAST for implementation of SWASTH Programme.

DUTIES and RESPONSIBILITIES

The duties and responsibilities of the Legal Expert will include, but not be restricted to:

- Assist in developing appropriate legal and regulatory mechanisms and guidelines for the smooth implementation of PPP projects in the health sector
- Develop, in consultation with the Senior PPP Advisor and other colleagues in the PMU, guidelines, protocols and mechanisms for PPP service agreements for different areas in the health sector (viz. (legally tenable) model guidelines for different PPP models including *inter alia* development of templates for Expression of Interest, Terms of Reference, Tender, Memorandum of Understanding (contract agreement with clauses), criteria for private partner selection, costing of services, tariff fixation, payment modalities, performance and quality indicators, outcome indicators, renewal of contract, grievance and disputes resolution mechanism, obligations of the public sector and the private sector partners, grievance handling system, exit options, legal obligations, etc.)
- Develop model contract templates / service agreements for different types of PPP contracts ensuring compliance (both by the state and the private partner) to the different laws and acts pertaining to contracts law / law of partnership / other applicable laws
- Assist the state in identifying and assessing possible financial and legal risks for different PPP agreements and recommend appropriate risk mitigation measures
- Lead and facilitate the structuring of appropriate transaction agreements between the state and private sector partners
- Provide advisory (and, if required, litigation) support to the state to protect its interests in PPP arrangements
- Assist in the preparation of annual / quarterly / monthly reports, white papers, position papers, etc. on PPP arrangements in the health sector.

REQUIRED SKILLS AND EXPERIENCE

- The Legal Expert should be a law graduate from any recognized university in India or abroad. Post graduate qualifications (LLB or equivalent) in law preferable.
- Applicants having at least 7 years experience of working with the national or state governments / law firms on PPP contracts preparation, contracts management, mergers and acquisitions, financial and legal due diligence of investment proposals, etc. is desired.
- Knowledge of the national laws and policies pertaining to public private partnerships, contracts, partnerships, commercial and company laws, etc. is essential.
- Experience of assisting clients in designing strategies and guidelines for public private partnerships, structuring different types of transaction agreements, litigating on issues related to mergers and acquisitions, partnerships, etc. is required.
- The ideal candidate should possess strong managerial and technical skills.
- The ideal candidate must also have good decision making abilities, possess excellent communication skills – have the ability to explain complex legal issues in simple layman’s terms, be a creative problem solver and have the ability to multi-task.

- 4. Position: Procurement Specialist**
Reporting to the Senior Advisor-PPP
Place of Posting – Patna
No. of Position – 1
Category – Open

The post of “Procurement Specialist” is a mid-level advisory post. The Procurement Specialist will report directly to the Senior Advisor, PPP Cell and work in close co-ordination with the government counterparts on PPP issues and BTAST for implementation of SWASTH Programme.

REQUIRED SKILLS AND EXPERIENCE

The Procurement Specialist’s primary duties and responsibilities will include but not be restricted to:

- Providing technical support to the State Health Society of on all issues regarding procurement planning, procurement management and monitoring and evaluation of the procurement functions.
- Assisting in the development of a robust procurement plan at the beginning of every financial year in so far as to ensure the best value for money for all types of procurements undertaken by the State Health Society of Bihar
- Developing (and regularly updating) databases of key vendors for common / most frequently procured goods and services and manage the vendor relationships
- In consultation and co-ordination with the specific technical specialists, streamline procurement through standardization of bidding documents and procedures for different types of procurements undertaken by the State Health Society of Bihar

- Developing systems and mechanisms to monitor the procurement of different goods and services in so far as to ensure best value for money procurement.
- Ensuring significant (and consistent) reduction in the number of complaints / arbitration proceedings / court cases against the State Health Society of Bihar arising out of the following of incorrect procurement procedures
- Developing feedback mechanisms from vendors and users of the goods and services procured through the State Health Society of Bihar in so far as to ensure vendor and user satisfaction as well as important inputs to improve the procurements in the future
- Undertake such other assignments, which may be assigned by from time to time by the Director (PMU) and / or other senior health officials.
- Work in close partnership with the BTAST team as well as other development partners and private sector organizations to ensure the meeting of SWASTH goals

REQUIRED SKILLS AND EXPERIENCE

- S/he should have at least 5 years of experience in handling the procurement function in a large public / private sector organization. Of the candidate's total number of years' of experience, at least 3 years must have been at a mid-level managerial capacity specifically in a role that involved procurement planning (for goods, civil works, and services), procurement monitoring, supply chain management, vendor development and relationship management with key vendors.
- S/he should be a graduate degree in any stream of study from a reputed University in India or abroad with, preferably, a Master's Degree in Economics/ Business Administration. Candidates having a Bachelor's Degree in Engineering with a Masters Degree in Business Administration from any recognized university in India / abroad would be preferred. Advanced qualifications (post graduate diploma, etc.) in procurement management / supply chain management would be desirable.
- Should possess strong managerial and leadership skills.
- Must have effective decision making abilities, possess excellent communication skills, be a creative problem solver and have the ability to multi-task.

5. Position: Bio Medical Engineer

Reporting to the Senior Advisor – PPP

Place of Posting – Patna

No. of Position – 1

Category – Open

The post of “Bio-Medical Engineering Expert” is a mid-level advisory post. S/he will work in close co-ordination with the Senior PPP Advisor and the legal expert posted in the PPP Cell and BTAST for implementation of SWASTH Programme.

DUTIES and RESPONSIBILITIES

The duties and responsibilities of the Bio-Medical Engineering Expert will include, but not be restricted to:

- Assist the Government in developing systems and mechanisms for selection of different hospital equipment based on the different / specific requirements of different levels of public health facilities in Bihar.
- Analyze the economic costs and benefits of procuring different equipment (based on specifications) and advise hospital administrators / government on the planning, acquisition, and use of medical equipments
- Assist in / supervise the installation of different medical equipments / devices / technologies in different levels of public health facilities in Bihar
- Evaluate the safety, efficiency, and effectiveness of different types of biomedical equipment.
- Develop, in consultation with users and vendors, installation and maintenance schedules and protocols for different types of medical equipment that are procured.
- Set up protocols for facilities to report upkeep of all (high value) equipments to its proper and uninterrupted working performance by planned and scheduled preventive maintenance program. Ensure timely repairs / replacement of non-functional equipment
- Assist in accreditation related activities if the Government decides to accredit at some district hospitals to NABH / any other standard.
- Prepare a comprehensive condemnation and replacement schedule of different types of medical equipment and develop necessary protocols / guidelines for proper disposal / replacement of medical equipment that are no longer in use / no longer needed
- Review Annual Maintenance Contracts (AMCs) and Comprehensive Management Contracts (CMCs) of Medical Equipments and ensure adherence to contracts by the vendors
- Develop and maintain a “live register” of equipments, suppliers, vendors and manufacturers of Medical Equipments procured all across the state
- Develop and maintain an inventory of equipments along with the corresponding Service Manuals and Operation Manuals
- Undertake periodic supportive supervision visits across different public health facilities to ensure that patient care instruments used in the Hospitals / Health Care Units are safe.
- Help in skill development of the operators and / or technicians of different types of equipments.
- Provide necessary support to Doctors/ Nursing Staff/ Operators on terms with proper usage of different medical equipment usage.
- All other activities as required by the higher authorities in matters relating to equipment repair and procurement.

REQUIRED SKILLS AND EXPERIENCE

- The Bio-Medical Engineering Expert should have a bachelor’s degree in engineering – B.E. / B.Tech or equivalent – in bio-medical engineering / mechanical engineering / electrical engineering / electronics engineering / chemical engineering / medical technology / instrumentation engineering) from any recognized engineering college / university in India or abroad. Additional post graduate level qualifications (degree

or specialized diploma) in bio-medical engineering / medical technology from any recognized university / institution in India or abroad is desired.

- Applicants having at least 5 experience of working as a bio-medical engineer with large hospitals in the public or private sectors / hospital equipment manufacturers / scientific laboratories or national multinational research institutions focused on developing models / prototypes / technologies of medical equipment, etc. will be preferred
- Experience of assisting employers / clients in hospital equipment planning, installation and supervision of medical equipment, preparing phased equipment condemnation schedules and acquisition of new equipment / technologies, liaising with vendors and technicians, understanding of specifications of different equipment and technologies, preparation of installation schedules, standard operating protocols (of equipment, devices and technologies), training of users in use of different equipments, devices and technologies; techno-economic cost benefit analysis of different medical equipment, etc. is required.
- Applicants must possess up to date knowledge of the different medical equipment / devices / technologies vis-à-vis their intended uses in the health sector; the vendors of different equipments; the comparative benefits and costs of different equipment / devices / technologies and inventions and on-going research in the field of bio-medical engineering
- The ideal candidate should possess excellent analytical skills
- The ideal candidate must possess strong managerial and technical skills.
- The ideal candidate must also have good decision making abilities, possess excellent communication skills – have the ability to explain technical issues in simple layman’s terms - be a creative problem solver and have the ability to multi-task.

6. Position: Bio Medical / Hospital Waste Management Expert

Reporting to the Senior Advisor – PPP

Place of Posting – Patna

No. of Position – 1

Category – Open

The post of “Biomedical / Hospital Waste Management Expert” is a mid-level advisory post. S/he will work in close co-ordination with the Senior PPP Advisor and the legal expert posted in the PPP Cell and BTAST for implementation of SWASTH Programme.

DUTIES and RESPONSIBILITIES

The duties and responsibilities of the Biomedical / Hospital Waste Management Expert will include, but not be restricted to:

- Develop guidelines, protocols and tools for facility level managers (of different categories of public health facilities in Bihar) to assess and categorize different types of wastes generated at the facility level. Assist in the operationalization and implementation of the protocols

- Develop, in accordance to the relevant national and state level laws / Acts and Rules, mechanisms and procedures for proper collection, segregation, storage, transportation, treatment and disposal of different types of biomedical / hospital wastes for different levels of public health facilities. Provide handholding support to facility level managers in implementation of these mechanisms
- Develop a (level of) facility wise biomedical and hospital waste management plan and assist concerned facility managers in implementing the plan
- Determine the technical, financial, technological and managerial resource requirements of the concerned managers / administrators (both at the state level as well as at the individual facility level) to implement the biomedical and hospital waste management plan and liaise with the government for the procurement and deployment of the needed resources
- Identify areas and opportunities for private sector participation in the state wide biomedical and hospital waste management plan and work in close co-operation with colleagues in the PMU and the PPP Cell to ensure the participation of private sector partners in the plan.
- Develop comprehensive monitoring mechanisms to inform the state about the proper implementation of the facility level bio-medical and hospital waste management plans and ensure proper corrective action wherever necessary
- Determine awareness, knowledge and functional training needs of different categories of staff (at the facility level) involved in the handling and management of biomedical and hospital wastes and develop comprehensive training programmes for these staffs
- Undertake frequent supportive supervision and monitoring visits across different levels of public health facilities in the state and provide handholding support to concerned facility managers
- Represent the state in state / national / international level workshops / seminars / meetings on hospital and bio-medical waste management and ensure that the state's biomedical and hospital waste management practices and procedures are in keeping with the best in class biomedical and hospital waste management practices.
- Advise the state on all necessary steps to ensure that biomedical and hospital waste management becomes an integral part of the overall healthcare management practices at the facility level
- Write periodic reports / position papers / white papers / concept notes on biomedical and hospital waste management in Bihar
- Liaise with national and international think tanks and research institutions to ensure integration of the latest thinking and innovations in field of biomedical and hospital waste management in the practices adopted by the state for its public health facilities.
- Provide inputs and advisory support in the development of IEC and training material targeted at ensuring proper management of biomedical and hospital wastes
- Undertake any or all such tasks as required by the higher authorities in matters relating to effective and efficient management of biomedical and hospital wastes.

REQUIRED SKILLS AND EXPERIENCE

- The Hospital Waste Management Expert should have a bachelor's degree in science (bio-chemistry, biotechnology, environmental science, environmental engineering) from any recognized university in India or abroad. In addition, the applicant must

have post graduate qualifications (degree or diploma) in any one or more of the following fields environmental science; environmental engineering; waste management; hospital administration.

- Applicants having at least 5 years experience of working as a environmental / biomedical / hospital waste management expert / consultant to national or state government organizations / agencies; consulting companies; large healthcare facilities in the public or private sector; civil society organizations working in the field of environmental sciences / hazardous waste management is desired
- Experience of assisting employers / clients in the entire spectrum of functions ranging from assessing biomedical / hospital / hazardous wastes generation, segregation, collection and disposal from a facility level to the entire healthcare / industrial systems level is essential.
- Applicants must possess up to date knowledge of the different international / national and state level laws, policies and regulations related to environmental waste management in general and biomedical waste management in particular (especially the Biomedical Waste (Management & Handling) Rules, 1998 of the Ministry of Environment and Forests, Government of India
- The ideal candidate should possess excellent analytical skills
- The ideal candidate must possess strong managerial and technical skills.
- The ideal candidate must also have good decision making abilities, possess excellent communication skills – have the ability to explain technical issues in simple layman’s terms - be a creative problem solver and have the ability to multi-task.

7. Position: Finance Expert

Reporting to the Additional Director - Finance

Place of Posting – Patna

No. of Position – 1

Category – Open

The post of “Finance Expert” is a senior level advisory post. S/he will work in close co-ordination with the Additional Director - Finance posted at the SHSB and BTAST for implementation of SWASTH Programme.

DUTIES and RESPONSIBILITIES

The duties and responsibilities of the finance Expert will include, but not be restricted to:

- Help the department/SHSB draw up a detailed time table for preparation of budget estimates by the Districts.
- This time table inter alia, specifies the stages of consultation and intersectional meetings including line departments.
- Provide assistance in defining the way through which districts will prepare their internal documents for arriving at budget estimates indicating not only specific heads but also the working papers as supporting documents.

- Supervise data entry of budget figures for Medium Term Expenditure Framework for the purpose of synchronizing MTEF with State Allocations.
- Provide assistance in preparation of outcome budget.
- Provide assistance in monitoring the district wise expenditure under various heads of accounts
- Provide assistance in regulating budget allocation to districts
- Help the department in preparing periodical analytical reports on progress of expenditure for readjustment of allocations.
- Provide Assistance in preparation of periodical progress reports on the outcome indicators.

REQUIRED SKILLS AND EXPERIENCE

- Financial Expert should be Chartered Accountant/ Cost Accountant with at least 5 years experience in budgeting and accounting. Having experience of working in Government/State Government budgeting will be added advantage.
- Should possess strong managerial and leadership skills.
- Must have effective decision making abilities, possess excellent communication skills, be a creative problem solver and have the ability to multi-task.

8. Position: Senior Consultant - Finance Reporting to the Finance Expert

Place of Posting – Patna

No. of Position – 1

Category – Open

The post of “Senior Consultant - Finance” is a senior level advisory post. S/he will work in close co-ordination with the Finance Expert and BTAST for implementation of SWASTH Programme.

DUTIES and RESPONSIBILITIES

- Provide technical support to health officials regarding financial issues pertaining to public health program.
- Supervise data entry of Monthly Accounts collected from Treasury and DDOs.
- Help in reconciliation of both the accounts to work out undisbursed amount.
- Support in situational analysis and need of intervention regarding various aspects of Health Sector in the state.
- Provide technical assistance to assess the priorities of health department in financial management.
- Provide technical support in monitoring of health program services in the state.
- Provide technical support in developing criteria for the evaluation of health program services in the state and conducting evaluation in coordination with official concerned.

- Assist in anticipating, planning strategies and improvement measures to strengthen the health delivery system.
- Any other work as and when required.

REQUIRED SKILLS AND EXPERIENCE

- Senior Consultant should be MBA or Post Graduate in Finance/Accounting with at least 8 years experience in budgeting and accounting. Having experience of working in Government/State Government budgeting will be added advantage.
- Retired BAS officers (up to 65 years) not below the rank of joint secretary having work closely with government finance system may also apply.
- Should possess strong managerial and leadership skills.
- Must have effective decision making abilities, possess excellent communication skills, be a creative problem solver and have the ability to multi-task.

9. Position: Finance Analyst

Reporting to the Finance Expert

Place of Posting – Patna

No. of Position – 4

Category – As per reservation roster

The post of “Senior Consultant - Finance” is a senior level advisory post. S/he will work in close co-ordination with the Finance Expert and BTAST for implementation of SWASTH Programme.

DUTIES and RESPONSIBILITIES

- Assist in financial analysis and oversight for all financial resources managed by the health department/SHSB.
- Provide support in proper planning, expenditure tracking and audit of financial resources, including extra budgetary income in accordance with government rules and regulations.
- Organization and oversight of fund management processes, including liquidity management, timely accounting and reconciliation of all transactions etc
- Support in monitoring of financial reports for unusual activities, transactions and investigation of anomalies or unusual transactions. Provision of information when satisfactory answers are not obtained.
- Assist in compliance of financial activities, financial reporting system and audit follow up with government rules, regulations, policies and strategies.
- Assist in implementation of the effective internal control, proper design and functioning of the financial resources management system.
- Assist in managing budget of development projects and organizes an optimal cost-recovery system.
- Any other work as and when required.

REQUIRED SKILLS AND EXPERIENCE

Should be Graduate / Post Graduate in commerce with at least 5 years experience in budgeting and accounting. Having experience of working with Government / CA firms will be preferred.

For detailed information of all the positions please visit: www.indiahealthtast.org, www.statehealthsocietybihar.org

General Condition:

1. The recruitment will be on contractual basis for a period of 3 years which will be renewed every year based on performance.
2. The department reserves the right to cancel any or all the positions mentioned above without assigning reasons.
3. Please visit www.indiahealthtast.org or www.statehealthsocietybihar.org for detailed advertisement including Job Profiles, eligibility criteria and other conditions for positions mentioned above.
4. Candidates have to apply online. To apply online please email your application to swasth.health@gmail.com by **29.05.2012**.
5. Post applied for must be mentioned in the subject line of the mail.
6. Application must be sent in prescribed format which can be downloaded from the web site www.indiahealthtast.org
7. Applications received in other than prescribed format will not be accepted.
8. Only short listed candidates will be called for Test/interview. Original educational certificates and other testimonials must be carried at the time of interview.
9. No TA/DA will be given for attending the Test/ interview for any position.

**Executive Director
State Health Society, Bihar**