

Job Descriptions: District Program Coordinator

Position	District Program Coordinator												
No. of Vacancies	38												
Location	District Head Quarter, Bihar												
Category wise vacancy details	UR	UR (W)	EWS	EWS (W)	EBC	EBC (W)	BC	BC (W)	SC	SC (W)	ST	ST (W)	WBC
	9	5	3	1	5	2	3	2	4	2	1	0	1
Eligibility Criteria													
Age: Maximum age in years as on 01/08/2019													
UR/EWS (Open): 40, UR/EWS (W): 43, BC/EBC (Open/W)=43, SC/ST(Open/W):45, 10years relaxation in upper age limit in respective category for Divine Body Applicants.													
Essential Qualification:													
Post Graduate in Social Work/ PGD in healthcare or MBA/Master of Health Administration/ Hospital Management or Master of Public Health from university/institution													
Essential Experience:													
<ul style="list-style-type: none"> Minimum 5 years of experience in implementation of government Health or related programmes. 													
Desirable													
<ul style="list-style-type: none"> Minimum 2 years of experience in implementation of government health insurance programmes or insurance industry or TPA 													
Purpose of Assignment:													
The DPC will be responsible for providing overall program support for District Implementation Unit (DIU) functions with reporting to SHA for overall management and standardization of processes and execution at the district level. The DPC shall execute technical and operational guidelines and further roll out at field level.													
Roles and Responsibilities:													
<ul style="list-style-type: none"> Supervises the operations at district level including overall administration of AB-PMJAY in the district. He will be responsible for overseeing the funds management under SHA/ DIU and monitoring overall financial management including release of funds, annual budget expenditure and unspent budget follow-ups, budget forecast, revised estimates, reporting, Statutory Audit, Utilization Certificates, field review visits etc. Ensuring compliance with the guidelines on beneficiary identification, service delivery, awareness generation, empanelment of hospitals, monitoring, audit, training, reporting, MIS etc. Maintaining the quality and timeliness of programme data for report generation. Random reviews of pre-authorizations and claims as per norms Work with the teams across functions and other stakeholders to ensure smooth flow of data to state level on a periodic basis Plan, Coordinate and ensure roll-out of training activities; build capacities of district level staff include DIU, ISA and CSC. Coordinate with district level ISA and CSC functionaries for ensuring quality services Organize routine, periodical and surveillance visits to all the empaneled hospitals, participating in the scheme to ensure that all processes are running as per defined standards Ensure conduction of periodic meetings of DIU, DEC and DGRC and minutes preparation, circulation Undertake any additional responsibilities given by the State Health Agency/ DIU/ District administration. 													


 16/8/19

Key Competencies:

- Computer proficiency with familiarity with commonly used packages like MS Word, Excel, Power Point/ Office suites, internet and other relevant technologies.
- Strong analytical and project management skills
- Financial management skills including accounting, budgeting, auditing, budget estimations etc.
- Ability to operate effectively with people at all levels.
- Proficiency in verbal and written communication in English & Hindi languages


16/8/19